

HANDBOOK OF POLICIES AND PROCEDURES

HARRISON HILLS CITY SCHOOL DISTRICT

CADIZ, OHIO

2011

District schools are dedicated to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all regardless of race, color, national origin, sex, disability, or any other basis of unlawful discrimination.

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BOARD OF EDUCATION
POLICIES

CHAPTER I

BOARD OF EDUCATION

MISSION STATEMENT

The mission statement expresses the unique purpose for which the organization exists and the specific function which it performs.

The Mission Statement of the Harrison Hills City Schools, is:

Our school district will work as partners with students, their families, business and industry, and the community to improve student performance so that all students achieve the levels of knowledge and skill required for working, living, and learning in a knowledge-based society.

EDUCATIONAL PHILOSOPHY, GOALS AND OBJECTIVES

The Board of Education believes that each individual should be accepted into the educational programs as he/she is, and that a stimulating and invigorating environment should be provided with opportunities for learning experiences designed to promote desirable behavioral changes that will affect continuing satisfactory adjustments to life.

In the practical application of this philosophy, the Board of Education believes that each individual shall be provided with opportunities within the limits of his/her capabilities. To this end the schools are dedicated to:

- A. Helping each pupil develop the ability to seek and find information from valid sources, properly selected upon the basis of suitability of needs, and to evaluate critically and reasonably the results of the entire process.
- B. Helping each pupil to understand and to participate intelligently in the operation of the democratic society:
 - 1. Homeroom organizations
 - 2. Activity committees
 - 3. Class activities
 - 4. Education campaigns
 - 5. Clubs
 - 6. Honor societies
 - 7. Community activities
 - 8. Music, art and cultural activities
 - 9. Social functions
- C. Helping each pupil acquire fundamental knowledge and skills which are necessary for effective living:
 - 1. Oral and written expression
 - 2. Reading
 - 3. Arithmetic
 - 4. Wholesome attitudes
 - 5. The spirit of healthy team work
 - 6. Character
 - 7. Understanding of the American way of life

- D. Helping each pupil in the school community to discover and develop special interests, aptitudes and capacities:
1. Music
 2. Art
 3. Language
 4. Mathematics
 5. Social sciences
 6. Science
 7. Vocational
 8. Athletics
 9. Dramatics
 10. Publications
- E. Promoting and supervising recreational, social and other leisure-time interests.
- F. Helping each pupil develop emotional controls, a proper sense of values, and tolerance.
- G. Making available the wisdom of the past and the best experiences of contemporaries, to present the American heritage so that there may be an appropriate development of the pupil in adjusting himself/herself to society.
- H. Teaching, by precept and example, the dignity of work, the joy of achievement, the pleasure of sport, the inestimable value of loyal friendship and kindly human sympathy, respect for law and order, and love of country.

Educational Goals

As a base against which to assess school needs and set objectives for the educational program, the Board of Education, following consultation with teaching staff members, pupils, parents and other residents of the district, adopts the following educational outcome goals for every pupil in this district:

- A. To acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively;
- B. To acquire a stock of basic information concerning the principles of the physical, biological and social sciences, the historical record of human achievements and failures and current social issues;

- C. To become an effective and responsible contributor to the decision-making processes of the political and other institutions of the community, state, country, and world;
- D. To acquire the knowledge, skills, and understanding that permit him/her to play a satisfying and responsible role as both producer and consumer;
- E. To acquire the knowledge, habits, and attitudes that promote personal and public health, both physical and mental;
- F. To acquire an understanding of ethical principles and the ability to apply them to his/her own life;
- G. To develop an understanding of his/her own worth, abilities, potentialities, and limitations; and
- H. To learn to enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

Educational Process Goals

In order to achieve the educational goals for children adopted by this Board of Education, the Board will strive to implement the following educational goals:

- A. Instruction which is organized and defined by an adopted course of study;
- B. Instruction which bears a meaningful relationship to the present and future needs and/or interests of pupils;
- C. Specialized individualized kinds of educational experiences to meet the needs of each pupil;
- D. An environment in which any competition among pupils is positive;
- E. Resources for education, used with maximum efficiency;
- F. Teacher, administrative, and support staff members of high quality; and
- G. Diverse forms of constructive cooperation with parents and community groups.

SCHOOL DISTRICT AND BOARD OF EDUCATION LEGAL STATUS

The Board of Education is the body vested with the management and control of all of the schools of the Harrison Hills City School District, and its official title shall be “The Board of Education of the Harrison Hills City School District, Harrison County, Ohio.”

The responsibility for public education is a function of the state. The Constitution of the State of Ohio makes the establishment of free public schools mandatory and directs the General Assembly to carry out this requirement. The General Assembly has delegated the authority to operate a system of free public schools to local boards of education but, at the same time, retained absolute control over the entire school system of the state. A board of education may exercise only those powers delegated to it by the statutes or such implied or incidental powers as are reasonably necessary to carry out fully the express powers, and cannot, by its own action, make any additions or changes in its powers.

The Board of Education has the dual responsibility of acting within the scope of authority conferred upon it by the General Assembly and on behalf of all of the people of the school district in the performance of its duties.

The legal status for education in the Harrison Hills City School District is expressed in the Ohio Constitution, the statutes enacted by the Ohio Legislature, the Ohio Revised Code, and State Board of Education regulations. The official name of this school district shall be “The Harrison Hills City School District.”

Type of District

The Harrison Hills City School District shall be known as a City School District according to O.R.C. §3311.02.

FORMULATION, AMENDMENT, DISSEMINATION AND UPDATE OF POLICIES

Formulation and Amendment

The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school system. The formal adoption of policy shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Policy adoption or amendment should follow an orderly procedure.

- A. Some preliminary discussion regarding a major new policy statement or an amendment to an existing policy should occur between the Board of Education, the Superintendent, his/her staff if necessary, and others as might be required.
- B. The Superintendent or his/her designee should draft the policy statement or amendment prior to the official Board meeting for action.
- C. All policy proposals or amendments should be titled and numbered as appropriate to subject and in conformance with the numerical system used in the Board policy manual.
- D. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they were adopted. They shall then be included in the policy manual of the district.
- E. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Dissemination

The Superintendent is directed to make policies adopted by the Board of Education accessible to the public, employees, and Board members. All policy manuals shall remain the property of the Board.

Suspension of Policies

The operation of any section or sections of Board of Education policies, not required by law or contract, may be temporarily suspended by a majority vote of the Board of Education members present at a regular or special meeting of the Board, or by the Board's designee. Such suspension shall terminate at the next meeting of the Board or at such earlier time as is specified in the motion to suspend.

Handbooks and Directives

Student and/or employee handbooks, directories, curriculum guides, and other similar publications may be issued by the Administration. These materials must conform to Board policy and if not, they must be approved by the Board before publication and dissemination.

MEMBERSHIP AND ELECTION OF BOARD OF EDUCATION

The Board of Education of the Harrison Hills City School District shall consist of five (5) members who shall be electors residing in the school district. Candidates for membership on the Board shall be nominated in accordance with the provisions of O.R.C. §3513.254. The Board members shall be elected at large by the qualified electors of the school district on a nonpartisan ballot on the first Tuesday following the first Monday in November in odd-numbered years (O.R.C. §3501.02). Vacancies on the Board will be filled in accordance with O.R.C. §§3313.11 and 3313.85. Before the Board fills any vacancy in its membership caused by resignation, the written resignation of the member shall be filed with the Treasurer.

The term of office of a Board member shall begin on the first day of January after election and shall continue for four (4) years or until a successor is elected and qualified. Before beginning elected duties, the Board member shall take an oath of office as required by O.R.C. §3313.10. Such oath may be administered by the Treasurer, by any member of the Board, or by any person authorized to administer oaths.

The oath shall be as follows:

“I, _____, do hereby swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio, and that I will to the best of my ability faithfully perform and discharge the duties of my office as a member of the Harrison Hills City School District Board of Education.”

MAJOR FUNCTIONS OF BOARD OF EDUCATION

The chief function of the Board of Education is policy-making in nature. The Board formulates and adopts written policies regarding personnel, administration of pupil personnel, educational programs and instructional materials, facilities and equipment, finances, and public relations for the quality education of the youth of the school district.

The Board, functioning within the framework of laws, court decisions, Attorney General opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the State, fulfills its mission as the governing body of the school district by acting as follows in the execution of its duties:

- A. Approves policies;
- B. Approves courses of study, textbook adoptions, and provides instructional aids;
- C. Selects, appoints, and evaluates the Superintendent and Treasurer;
- D. Upon the recommendation of the Superintendent, when required, employs all staff members and fixes and prescribes their duties;
- E. Approves the budget, financial reports, audits, major expenditures and payment of obligations;
- F. Estimates and seeks to provide funds for the operation, support, maintenance, improvement, and extension of the school system;
- G. Provides for the planning, expansion, improvement, financing, construction, maintenance, use and disposition of physical plants of the school system;
- H. Prescribes the minimum standards needed for the efficient operation and improvement of the school system;
- I. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system;
- J. Requires the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business; and
- K. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public.

AUTHORITY AND FUNCTIONS OF BOARD MEMBERS

Inasmuch as the Board of Education is a legal entity, Board members have authority only when acting as a Board legally in session. An individual Board member has no legal authority or power to act for or to commit the Board, except when performing duties expressly and specifically authorized by the Board. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is in pursuance of specific instruction or authorization by the Board. Board members should not disclose confidential information.

Personal statements or commitments made other than in Board meetings frequently produce misunderstanding and embarrassment for individual members, the Board, and school officials. Since such actions tend to reduce the effectiveness of the schools, they should be avoided.

The Board of Education shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school system. Board members should refer individuals having questions and/or complaints directly to the appropriate administrator.

BOARD MEMBER AUTHORITY **(And Duties)**

A good board member:

1. Is legally a board member only when the Board of Education is in session. No one person, unless authorized, should speak on behalf of the Board.
2. Avoids administrative decisions or attempts to second-guess the administration. The Superintendent is the chief administrator and the Board has no administrative function.
3. Is well acquainted with school policies.
4. Should vote at all times in the best interest of children of the District.
5. Is flexible and realizes there are times when changes must be made, when tradition cannot be honored and when pressure must be ignored.
6. Remembers that Board business often requires confidentiality, especially in processes involving students, personnel, land acquisition, negotiations and the need for security.

7. Is interested in obtaining facts, but remembers also that the administration has the responsibility for operating the schools rather than spending full-time making reports to the Board or an individual board member.
8. Is a good listener at Board meetings, on the street corner, in the church, but never commits himself/herself, the Board or the administration.
9. Knows that the reputation of the entire District is reflected in his/her behavior and attitude.
10. Has a sense of humor and the ability to laugh at himself/herself when things look bleak.
11. Is able to sift fact from fiction, to sort out rumors from realism and to know the difference. A gullible Board member is ineffective.
12. Is able to support a decision when it is made.

BOARD MEMBER CONFLICT OF INTEREST

The Board and individual members will follow the letter and spirit of the law regarding ethics and conflicts of interest.

This policy is designed to prevent placing Board members in positions in which personal interest in the public schools and place of employment might conflict and to avoid appearances of conflict of interest, even though such conflict may not exist.

The law specifically forbids Board members from engaging in certain conduct. These prohibitions include, but are not limited to:

- A. A member from being employed for compensation by the Board;
- B. A member from having, directly or indirectly, any pecuniary interest in any contract with the Board;
- C. A member from voting on a contract with a person as a teacher or instructor, if he/she is related to that person as father, mother, spouse, brother, or sister.
- D. A member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract in which he/she, a member of his/her family or his/her business associates have an interest;
- E. A member from having an interest in the profits or benefits of a public contract entered into by, or for, the use of the school district; and
- F. A member from occupying any position of profit during his/her term of office or within one year thereafter, in the prosecution of a public contract authorized by him/her or the Board of Education of which he/she was a member at the time of authorization of that contract.

COMPENSATION OF BOARD MEMBERS

Compensation

Each Board member shall be compensated at the maximum rate authorized by law for all meetings attended each year as provided in O.R.C. §3313.12. However, a Board member shall not be permitted to receive an increase in his/her compensation during a term of office.

Expenses

Expenses of a Board member incurred in the performance of his/her duties and expenses of a member-elect in training and orientation will be paid from the Board service fund, provided that each such member or member-elect applies for such payment with a written statement of his/her expenses in accordance with O.R.C. §3315.15. The service fund shall be established at the organization meeting of the Board.

Each Board member may also be paid compensation at the maximum rate authorized by law to cover the actual and necessary expenses incurred during attendance at an approved training program.

Insurance

Each Board member shall be permitted to request coverage for themselves and/or families in the district's group health and life insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute "pecuniary interest" in any contract as provided in O.R.C. §3313.202(D).

The Board shall maintain adequate insurance to protect its members against liability on account of damages or injury to persons and/or property resulting from any act or omission of any member in his/her official capacity as a member of the Board, or resulting solely out of membership on the Board, as provided in O.R.C. §3313.203.

OFFICERS OF THE BOARD OF EDUCATION

The officers of the Board shall consist of a President and a Vice-President.

The President

The duties of the President shall be to preside at all meetings of the Board, to preserve order, and enforce rules of procedure. The President shall have all the rights and privileges of any Board member, including those of making or seconding motions, voting on all actions of the Board, and participating in discussions and deliberations. The President shall sign all bonds, notes, agreements, deeds and leases, and such other instruments as directed by the Board of Education and all proceedings of the Board after they have been approved by the Board. The President shall be the custodian of the official bond of the Treasurer, which bond shall be recorded in the minutes of the Board signed by the President.

In addition to the duties prescribed by law or by the rules of the Board, the President shall exercise such other powers which legally and properly appertain to his/her office, or may be delegated to him/her by the Board.

The President shall be the representative of the Board at functions of a social nature, or at functions where the Board should be represented as a means of good public or school relationship. The President may delegate such duties to any other Board member or members.

The President shall provide a performance bond. The Board shall pay for the bond.

The Vice-President

In case of the absence or disability of the President, the Vice-President shall perform all duties of the President until the President resumes office. In case of a vacancy in the office of the President, the Vice-President shall become President and shall serve until the next organizational meeting of the Board.

In case of a vacancy in the office of the Vice-President, the unexpired term shall be filled by a majority vote of the Board at the next regular meeting.

The President Pro Tempore

In case of the absence or disability of both the President and the Vice-President, a President Pro Tempore, to be chosen by majority vote of the members present and voting, shall perform all duties of the President until the President or the Vice-President resumes his/her office.

In case of a vacancy in the office of both President and Vice-President, the remaining members of the Board shall fill the vacancies at their next regular meeting by majority of the members present and voting.

UNEXPIRED TERM FULFILLMENT
(Board Vacancy)

A vacancy on the Board may be caused by:

1. death;
2. nonresidence;
3. resignation;
4. removal from office;
5. failure of a person elected or appointed to qualify within 10 days after the organization of the Board or of his/her appointment or election;
6. relocation beyond District boundaries or
7. absence from Board meetings for a period of 90 days, if the reasons for the absence are declared insufficient by a two-thirds vote of the remaining Board members. (The vote must be taken not earlier than 30 days after the 90-day period of absence.)

Any such vacancy will be filled by the Board at its next regular or special meeting not earlier than 10 days nor later than 30 days after the vacancy occurs. A majority vote of all the remaining members of the Board is required to fill the vacancy.

Each person selected to fill a vacancy holds office:

1. until the completion of the unexpired term or
2. until the first day of January immediately following the next regular Board election taking place more than 90 days after a person is selected to fill the vacancy. (At that election, a special election to fill the vacancy is held. No such special election is held if the unexpired term ends on or before the first day of January immediately following that regular Board election. The term of a person elected in this manner begins on the first day of January following the election and is for the remainder of the unexpired term.)

The shorter of the above options determines the length of office.

LEGAL REFS.: ORC 3.01; 3.02; 3.07; 3.08
3313.11; 3313.85

BOARD MEMBER CODE OF ETHICS

The Board believes public education should be conducted in an ethical manner. In addition to State law, the conduct of Board members should conform to the code of ethics recommended by the Ohio School Boards Association, which includes the following.

It is unethical for a board member to:

- A. seek special privileges for personal gain;
- B. personally assume unauthorized authority;
- C. criticize employees publicly;
- D. disclose confidential information;
- E. place the interest of one group or community above the interest of the entire district;
- F. withhold facts from the superintendent, particularly about the incompetency of an employee;
- G. consider complaints against a teacher that are not first submitted to the superintendent or
- H. announce future action before the proposition has been discussed by the board.

LEGAL REFS.: ORC 102.03; 102.04
2921.01(A); 2921.42; 2921.43; 2921.44
3313.13
3319.21

BOARD MEMBER CODE OF ETHICS

While serving as a member of my Board of Education, I accept the responsibility to improve public education. To that end I will:

remember that my first and greatest concern must be the educational welfare of all students attending the public schools;

obey the laws of Ohio and the United States;

respect the confidentiality of privileged information;

recognize that as an individual Board member I have no authority to speak or act for the Board;

work with other members to establish effective Board policies;

delegate authority for the administration of the schools to the Superintendent and staff;

encourage ongoing communications among Board members, the Board, students, staff and the community;

render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;

make efforts to attend all Board meetings;

become informed concerning the issues to be considered at each meeting;

improve my boardmanship by studying educational issues and by participating in in-service programs;

support the employment of staff members based on qualifications and not as a result of influence;

cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;

avoid conflicts of interest or the appearance thereof;

refrain from using my Board position for benefit of myself, family members or business associates and

express my personal opinions, but, once the Board has acted, accept the will of the majority.

APPOINTMENT OF THE TREASURER

As required by law, the Board will appoint an individual to serve as Treasurer. The Treasurer shall hold a valid license and shall be appointed at a regular or special meeting held not later than the first day of May for a term not longer than five (5) years beginning August 1st and ending July 31st. The Treasurer may not be a member of the Board of Education or otherwise regularly employed by the Board. A vacancy occurring in the office of the Treasurer during the term thereof shall be filled by the appointment of a successor for a term not to exceed five (5) years from the preceding first day of August.

At the expiration of the Treasurer's current term of employment, the Treasurer is deemed re-employed for a term of one (1) year at the same salary plus any increments that the Board may authorize, unless the Board, on or before March 1st of the year in which the contract of employment expires, either re-employs the Treasurer for a succeeding term in accordance with O.R.C. §3313.22 or gives the Treasurer written notice of its intention not to re-employ the Treasurer.

Except for a Treasurer who is automatically disqualified from service pursuant to Ohio Law, termination of a Treasurer's contract shall be in accordance with O.R.C. §3319.16.

The Board shall execute a written contract with the Treasurer. The duties of the Treasurer shall be those outlined in O.R.C. §§3313.22 to 3313.32, inclusive, and the job description adopted by the Board.

The Board of Education may provide the Treasurer with paid vacation leave. Such vacation leave shall be specified in the Treasurer's individual employment contract. Upon the Treasurer's death, the Treasurer's separation from employment with the Board of Education, or at any other time prior thereto, including but not limited to on an annual basis, the Board of Education may pay the Treasurer (or the Treasurer's estate in the event of death) at the Treasurer's current rate of pay for all or a portion of the Treasurer's lawfully accrued and unused vacation leave. The terms and conditions governing such payment shall be specified in the Treasurer's individual employment contract.

A bond in an amount determined by the Board and payable to the state of Ohio shall be deposited by the Treasurer with the President of the Board and a certified copy filed with the County Auditor. The premium of such bond shall be paid by the Board of Education.

INCAPACITY OF TREASURER

If the Treasurer is absent from any of the meetings of the Board of Education, the Board shall choose one of its members to serve in his/her place pro tempore.

A Treasurer Pro Tempore shall be appointed by a majority of the members of the Board of Education upon determining the Treasurer is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity shall be determined in one of the following ways:

- A. At the request of the Treasurer if the Treasurer is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- B. Upon the certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent without pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- C. Upon the determination of a referee pursuant to O.R.C. §3319.16 that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- D. Upon the granting of a leave of absence, without pay, requested by the Treasurer by reason of illness, injury or other disability of the Treasurer.
- E. Upon the placing of the Treasurer upon an unrequested leave of absence without pay by reason of illness or other disability of the Treasurer pursuant to O.R.C. §3319.13.

During this period of incapacity, the Treasurer shall:

- A.
 - 1. At his or her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy.
 - 2. At his or her request, or without such request, pursuant to O.R.C. §3319.13, be placed on a leave of absence without pay.
- B. The leave provided in subsection A.1. or 2. above shall not extend beyond the contract or term of office of the Treasurer.

The Treasurer shall, upon request to the Board of Education, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Treasurer to establish to its satisfaction that the Treasurer is capable of resuming such duties and further that the duties be resumed on a full-time basis.

The Board may demand that the Treasurer return to active service, and upon the determination that the Treasurer is able to resume his/her duties, the Treasurer shall return to active service.

The Treasurer may request a hearing before the Board of Education on any action taken under this policy and shall have the same rights in such hearing as are granted under O.R.C. §3319.16.

Treasurer Pro Tempore

The Treasurer Pro Tempore shall perform all of the duties and functions of the Treasurer and shall serve until the Treasurer is no longer incapacitated, or until the expiration of the Treasurer's contract, or term of office, whichever is sooner. The Treasurer Pro Tempore may be removed at any time for cause by a two-thirds (2/3) vote of the members of the Board. The Board shall fix the compensation of the Treasurer Pro Tempore in accordance with O.R.C. §3313.24. The Treasurer Pro Tempore shall execute a bond immediately after appointment in accordance with O.R.C. §3313.25 and shall immediately comply with the signature card requirements of the school district's depository.

JOB DESCRIPTION - TREASURER

TITLE: Treasurer

REPORTS TO: Board of Education

QUALIFICATIONS:

1. State of Ohio Treasurer's license
2. College degree in accounting, business management or related field from an accredited college or university
3. Formal training/experience in accounting and fiscal procedures.
4. Alternative to the above qualifications as Superintendent and/or Board may find appropriate.

JOB GOAL: Serve as the District's chief financial officer, assume responsibilities for the receipt, safekeeping and disbursement of all District funds; direct and manage all financial accounting programs and systems.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. The Treasurer serves as secretary to the Board of Education and keeps a correct journal of its proceedings (O.R.C. §3313.26).
2. Serves as treasurer to the Board of Education and performs all other duties as imposed by state statute (O.R.C. §3313.51).
3. Keeps official files of all correspondence and pertinent reports and bulletins.
4. Deposits all public funds of the district received from all sources according to the Uniform Depository Act (O.R.C. §3313.51).
5. Signs purchase orders and contracts therein certifying that sufficient monies are either in the treasury or in the process of collection to pay for materials and/or services (O.R.C. §5705.412).
6. Signs all checks issued for the disbursement of school funds (O.R.C. §3313.51).
7. Arranges for the investment of surplus funds, if any, under the provisions of the Ohio Revised Code (O.R.C. §135.14).

8. Prepares a monthly financial statement to the Board of Education showing revenues, expenditures, encumbrances, and balances remaining in each sub-account of the appropriation (O.R.C. §3313.29).
9. Prepares the annual financial statement at the end of each fiscal year and publishes such in the press (O.R.C. §3313.29).
10. Direct and manage all financial accounting programs and systems.
11. Make available to Board members and to the administration all papers and documents entrusted to the Treasurer for filing as well as to have them available for public inspection whenever necessary, and as prescribed by law.
12. Keep on record for the Board's information, a complete listing of all insurance policies and premiums on all District properties.
13. Prepare and maintain on file all employee contracts.
14. Maintain a record of bond buyers.
15. Pay out District monies on written order of designated Board officials.
16. Supervise staff members of Treasurer's office.
17. Maintain a filing system for Board business and Board transactions
18. Handle Board communications and correspondence.
19. Supervise preparations of salary notices generated by the payroll clerk.
20. Supervise preparations of all purchase orders.
21. Maintain complete and systematic set of financial records.
22. Supervise the posting of all sick leave, personal leave and vacation leave for all employees.
23. Prepare advertisement of all legal notices concerning Board Business.
24. Prepare long range financial projections with the Superintendent for the Board.
25. Act as financial resource person for the Board's negotiating team and at all public meetings

26. Provide and counsel staff members with the assistance of the payroll clerk, in the areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits.
27. Prepare necessary paperwork for operating levies and bond issues.
28. Make contacts with the public with tact and diplomacy.
29. Maintain respect at all times for confidential information, e.g., personnel information.
30. Serve as a member of District's records commission.
31. Prepare an annual Budget in cooperation with the Superintendent.

OTHER DUTIES AND RESPONSIBILITIES

1. Receives and answers, in accordance with Board action, all official correspondence.
2. Opens and reads aloud all sealed bids received for construction, repair, improvements, equipment, sale of bonds, etc.
3. Executes conveyances made by the Board of Education together with the Board President (O.R.C. §3313.33).
4. Performs such administrative duties as may be deemed advisable by the Board of Education which are not in conflict with the statutory duties.
5. Prepares the annual appropriation resolution in cooperation with the Superintendent.
6. Evaluate staff members of Treasurer's office.
7. Prepare and issue written notice of intention not to re-employ certified and classified staff.
8. Respond to routine questions and requests in an appropriate manner.
9. Cooperate with Superintendent in the development and implementation of administrative and Board policies.
10. Attend meetings and conferences designed to enhance professional qualifications.

11. Perform other duties as assigned by the Board.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of accounting principles, financial statements and investments
2. Ability to research, comprehend and interpret applicable laws
3. Knowledge of accounting software
4. Organization and problem – solving skills
5. Ability to work effectively with others
6. Ability to communicate ideas and directions clearly and effectively both orally and in writing
7. Effective, active listening skills
8. Records management skills
9. Experience in payroll and accounts payable procedures

EQUIPMENT OPERATED

1. Computer/printer
2. Calculator
3. Typewriter
4. Copy Machine
5. Fax Machine
6. Telephone
7. Motor Vehicle

ADDITIONAL WORKING CONDITIONS

1. Occasional travel
2. Occasional evening and/or weekend work
3. Repetitive have action, e.g., computer keyboard, calculator, adding machine, typewriter
4. Regular requirements to sit, stand, talk, walk, hear, see, read, speak, stretch with hands and arms, crouch, climb, kneel and stoop.
5. Occasional operation of a motor vehicle under inclement weather conditions

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the Treasurer. The Treasurer is required to follow the instruction and perform the duties required by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of the Treasurer.

TERMS OF EMPLOYMENT: Salary and contract to be established by the Board of Education.

LEGAL REFS.: ORC 131.18
3301.074
3311.19
3313.14;3313.15;3313.22;3313.24;3313.26 through 3313.34;3313.51
5705.41;5705.412;5705.45

EVALUATION OF TREASURER

At least once each fiscal year (prior to March 1st) the Board of Education and Treasurer shall meet in closed executive session for the purpose of mutual evaluation of the performance of the Treasurer. The basis for this evaluation shall be, but not be limited to, the Board adopted job description for the position of Treasurer. A copy of the written evaluation shall be made available to the Treasurer. The Treasurer shall have the right to make a written reaction or response to the evaluation. This response shall become a permanent attachment to the Treasurer's evaluation.

The annual evaluations shall be considered by the Board of Education in deciding whether to renew the Treasurer's contract; however, the establishment of this evaluation procedure does not create an expectancy of continued employment. Nothing contained herein shall prevent the Board of Education from making the final determination regarding the renewal or nonrenewal of the Treasurer's contract.

COMMITTEES

The President of the Board shall appoint all committees as needs arise and shall appoint the chairperson.

In case of death, resignation, or inability to act of any member of a committee during his/her term of service, the President of the Board may appoint a substitute who shall act during the unexpired term caused by the vacancy.

The duties of committees, if appointed, shall be advisory only and not executive. Each committee shall have the power to investigate, to consider all information, and to make recommendations to the Board.

Findings and recommendations of all committees shall be reported to the Board and shall not be binding until formally approved by the Board, unless the Board, by a majority vote, gives a committee power to act in a certain clearly defined area. When required, committee meetings shall be held in accordance with O.R.C. §121.22.

The Superintendent is also permitted to establish committees in accordance with Ohio law based upon the educational, financial or operational needs of the district.

BOARD OF EDUCATION MEETINGS

Meetings of the Board of Education, whether organizational, regular, or special shall be open to the public at all times. A meeting is any prearranged discussion of the public business by a public body by a majority of its members. Minutes of the proceedings shall be promptly recorded and are public documents, open to the public for inspection. These requirements do not preclude the Board from conducting executive sessions as authorized by O.R.C. §121.22. However, no official business may be transacted except in open meetings, which the public may attend.

Annual Organizational Meeting

The Board shall meet on a day occurring during the first fifteen (15) days of January of each year, and shall organize by electing one (1) of its members President and another Vice-President, both of whom shall serve for one (1) year and until their successors are elected and qualified. The Treasurer of the Board shall canvass the members of the new Board no later than December 31 to establish the day of the organizational meeting.

Regular Meetings

Regular meetings of the Board of Education shall be held at the Board of Education offices, 730 Peppard Avenue, Cadiz, OH 43907, as fixed by the Board at the organizational meeting as required by law. The Board may change the date, time, and/or place of any regular meeting to a different date agreeable to the Board, and the Treasurer shall take appropriate steps to inform the public and media of the change within a reasonable time preceding the meeting.

A notice of the time and place of regularly scheduled meetings shall be given to the media who have requested notification. Any individual may ascertain the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

- A. Writing to the following address: Board of Education, Harrison Hills City Schools, 730 Peppard Ave., Cadiz, OH 43907 or;
- B. Calling the following telephone number during normal business hours: (740) 942-7800.

Special Meetings

A special meeting of the Board of Education may be called by the President, by the Treasurer, or by any two (2) members, by serving a written notice of the time, place and purpose of such meeting upon each member of the Board, at least two (2) days prior to the date of such meeting. Such notice must be signed by the official or members calling the meeting. The Treasurer shall take appropriate steps to inform the public and media of the special meeting at least twenty-four (24) hours in advance.

Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. Such notice will only be given, however, to one

representative of any particular publication or radio or television station. The request shall provide the name of the individual media representative to be contacted, his/her mailing address, and a telephone number and a fax number where he/she can be reached. The Treasurer shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this section.

The Treasurer shall maintain a list of all persons who have requested, in writing, notice of all meetings at which any specific subject matter designated by such persons is scheduled to be discussed. Any person may have his/her name placed on such a list upon advance payment of the cost of this service, as determined by the Treasurer.

Work Sessions

The Board of Education reserves the right to call work and discussion sessions as required. These sessions shall be held in accordance with the provisions of O.R.C. §121.22.

Emergency Meetings

In the event of an emergency, a meeting may be called, and the Treasurer shall notify the news media immediately of the time, place, and purpose of the meeting.

Executive Sessions

The Board may enter into an executive session as a committee of the whole, open only to such persons, other than the members thereof, as the Board may direct, only after a majority of the quorum of the Board determines, by a roll call vote, to hold such a session. The motion shall state the purpose(s) for the executive session. No business of any nature shall be transacted in an executive session, and the meeting must be reconvened before adjournment.

An executive session may be held only at a regular or special meeting for the sole purpose of the consideration of any of the following matters: (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 regulated individual, unless the employee official, licensee, or regulated individual requests a public hearing. If the Board holds an executive session under this provision, the motion and vote to hold the executive session shall state the specific purpose(s) for which the executive session is being held, but need not include the name of any person to be considered at the meeting; (2) To consider the purchase of property for public purposes or the sale of property at competitive bidding if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal interest is adverse to the general public interest; (3) Conferences with an attorney concerning disputes which are the subject of pending or imminent court action; (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees concerning their compensation or other terms and conditions of their employment; (5) Matters required to be kept confidential by federal law or state statutes; (6) Specialized details of security arrangements, if disclosure of the matters discussed might reveal

information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

Matters discussed during an executive session are to be considered confidential. No present or former member or employee of the Board shall disclose or use without proper authorization any information acquired during the course of any executive session.

Agenda Preparation and Dissemination

The Superintendent, Treasurer, and staff shall prepare all the agendas for the Board of Education. At the Superintendent's discretion, items of business suggested by others may be included.

The Board should receive the agenda and supporting materials prior to the Board meeting to allow the Board to properly conduct the Board meeting.

Copies of the agenda and supporting materials shall be available to those at the meeting who request them. Emergencies may occur between the time the official agenda is disseminated and the actual meeting. Such items may be included in an addendum, which then becomes a part of the printed agenda. However, last-minute items should be kept to a minimum. The Board may use a consent agenda to deal with routine business items.

Quorum

Three (3) or more of the members of the Board shall constitute a legal quorum for the transaction of business at any meeting. If a quorum is not present, no official action can be taken. Except as otherwise required by law, these policies, or parliamentary authority, a majority vote of those members present and voting shall be sufficient to transact business. A member of the Board must be physically present at the meeting in order to be counted as part of the quorum.

Voting

On a motion to adopt a resolution authorizing the purchase or sale of real or personal property, the employment of all personnel, the election or appointment of an officer, the payment of any debt or claim, or the adoption of any textbooks, the Treasurer of the Board shall publicly call the roll of the members composing the Board and enter into the records the names of those voting "aye" and the names of those voting "no." If a majority of the full membership of the Board vote "aye," the President shall declare the motion carried. A member of the Board must be physically present at a meeting in order to vote.

Order of Business

Board members receive the Agenda, along with support information, several days in advance of a Board meeting so they may prepare for action to be taken.

The following shall be the order of business of the regular meetings of the Board of Education. The order of business may be changed at the request of the majority of the Board.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Acceptance of Agenda & Addendum
6. Treasurer's Report
7. Public Comments
8. Staff Report
9. Superintendent's Report
10. Board Member Committee Reports
11. Executive Session
12. New Business
13. Information and Discussion
14. Items Presented by Board
15. Adjournment

Rules of Order

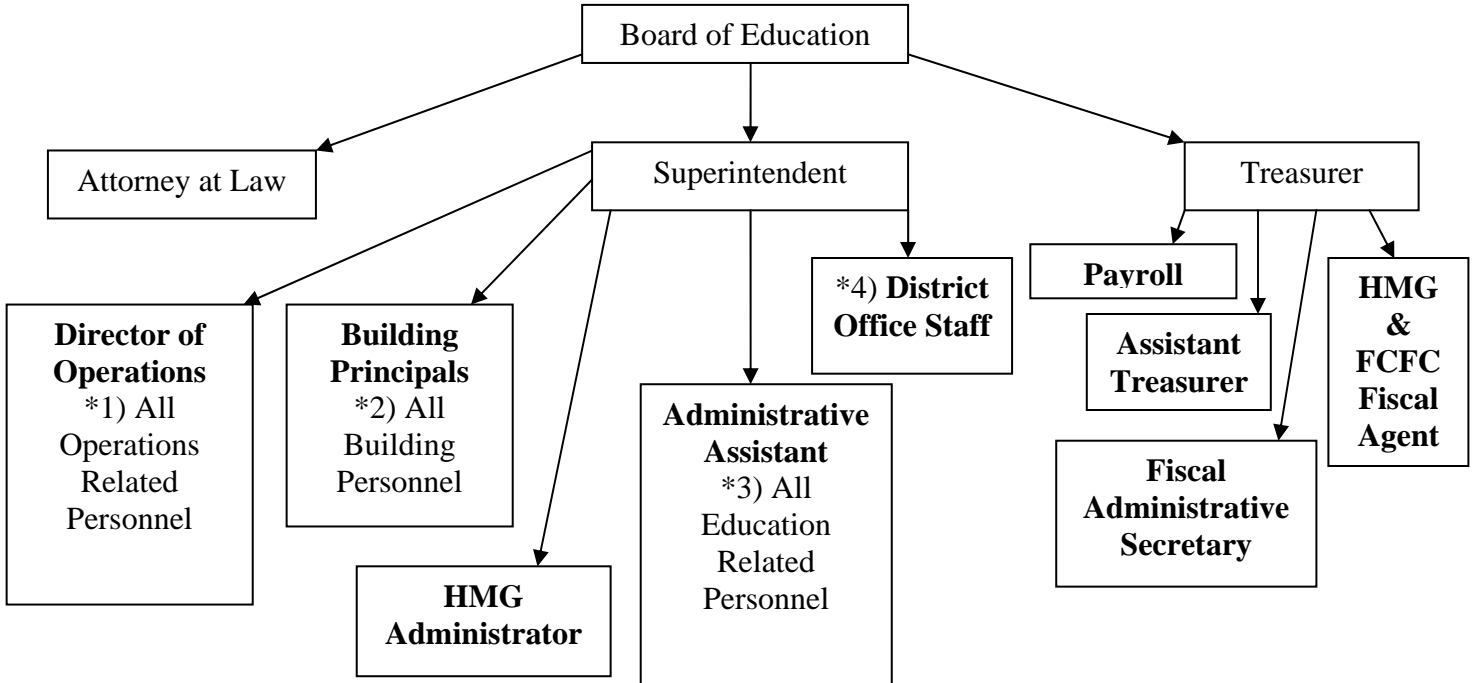
Except as otherwise provided by law, by regulation, or by the policies of the Board, meetings of the Board shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Revised.

Amendments, alterations, corrections or repeal of the rules may be made, or their operation may be suspended at any regular or special meeting of the Board by a vote of two-thirds of all members of the Board who are present.

Minutes of Proceedings

An accurate set of minutes of each Board meeting shall be kept by the Treasurer in an official record book specified for that purpose. It shall be kept in the office of the Treasurer. It shall be open at all reasonable times to public inspection. This record shall be dated, indexed, and include a listing of Board members in attendance. It shall also include a copy of all resolutions approved and a listing of those persons attending the meeting in the general audience.

**Harrison Hills City School District Organizational Chart
 Updated August 2011**



- 1) Director of Operations- Director of Operations “In Training”, Mechanics, Floating Custodian, Maintenance, Cooks, Bus Drivers, Safety, Building and Grounds, Transportation, Food Service.
- 2) Building Principals- Teachers, Cooks, Aids, Nurses, Custodians, Secretaries, Assistant Principals, Dean of Students, Guidance Counselors, Speech Therapist, Contracted Personnel.
- 3) Administrative Assistant- State and Federal Programs, Special Education, Grant Writing, Curriculum, Assessment, Instruction, Gifted, 21st Century, Teachers, Aids, Grant Funded Positions, Psychologist, and Nurse.
- 4) District Office Staff- Secretaries, EMIS, IT Professionals, and all other staff.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation of the schools and so that the Board may have an opportunity to hear the comments, suggestions and concerns of the public. In an effort to inform citizens in advance of matters to be considered at the Board of Education meetings, advance notice of all regular and special meetings will be provided to the community media. Agenda items that are anticipated at the time of the press release for each meeting may be briefly outlined.

Although the public has the right to attend Board meetings, it has no inherent right to participate or enter into the deliberations of the Board without its consent. Speakers may offer such objective criticisms of school operations and programs as concern them. But in public session, the Board will not hear complaints about school personnel nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the district.

The President of the Board will recognize persons requesting to be heard. If the topic to be discussed is not on the Board agenda, it will be discussed under public commentary. If the topic is on the agenda, members of the audience desiring to speak must request time. Members of the audience granted time to speak may do so following the introduction of the topic by the President of the Board and then recognition to address the Board.

It is suggested, although not required, that persons or delegates (except public officials) desiring to be heard before the Board of Education regarding topics not on the prepared agenda, notify the Superintendent and/or Board President of the topic no later than seven (7) calendar days in advance of the meeting.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.

The presiding officer shall be guided by the following rules:

- A. A maximum of thirty (30) minutes of public participation will be permitted at each meeting.
- B. Any person wishing to be heard by the Board should first discuss the matter with the appropriate person on the Superintendent's administrative staff and with the Superintendent;

- C. Any group appearing before the Board shall select a spokesperson to address the Board. Other members of the group shall not address the Board except with the permission of the presiding officer;
- D. A speaker must be recognized by the presiding officer and shall present his/her name, address, group affiliation, if any, and topic to be discussed on a card provided, and said card shall be presented to the Treasurer before the start of the meeting;
- E. Each statement made by a participant shall be limited to no more than three (3) minutes. If several people wish to speak, each person will be allotted three minutes until the total time of thirty (30) minutes is used. At the discretion of the presiding officer, more or less time, per person, may be allocated;
- F. All presentations must be done in an orderly fashion and must not impede the meeting either before, during, or after the presentation;
- G. Generally speaking, individuals will be recognized to speak once on a given topic;
- H. All statements shall be directed to the presiding officer; no participant may address or question Board members or administrators, individually;
- I. Board members may ask the speaker questions or make comments in order to clarify the discussion;
- J. Public statements on work session topics will not be taken.
- K. The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.

SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

In keeping with its stated position on the need for continuing inservice training and development for its members, the Board of Education encourages the participation of all members at appropriate school board conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance.

- A. A calendar of school board conferences, conventions and workshops should be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
- B. Funds for participation in such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members will be most appropriate to participate at a given meeting.
- C. Reimbursement to the Board of Education members for their travel expenses will be based upon vouchers provided by them in full. When a conference, convention or workshop is not attended by the full Board, those who do participate may be requested to share information, recommendations and materials acquired at the meeting.

BOARD - STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication should, however, be through the Superintendent of Schools. However, staff members are not prohibited from contacting Board members.

Visits to Schools

Individual Board members may be interested in visiting schools on occasion. They shall inform the building principal of such planned visits and make arrangements for visitation through the principal.

WORK STOPPAGES

State law defines a strike to be a concerted action in failing to report to duty; willful absence from one's position; stoppage of work; slowdown, or absence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in wages, hours, terms and other conditions of employment.

Should a strike occur, the Board will make efforts to keep the schools open and operating. Precautions will be taken for the safety and health of the working staff and students.

The Board of Education shall direct the administration to develop a strike plan as a precautionary measure well in advance of any anticipated work stoppage.

BOARD OF EDUCATION

POLICIES

CHAPTER II

ADMINISTRATIVE ORGANIZATION/PERSONNEL

APPOINTMENT OF SUPERINTENDENT OF SCHOOLS

The Superintendent shall hold a superintendent's certificate or license and may be appointed by the Board of Education for a term of not more than five (5) years beginning the first day of August and ending the thirty-first day of July. The Superintendent shall serve on a twelve (12) month contract. The Superintendent may be reemployed the calendar year preceding the year of expiration of his/her contract of employment.

The Superintendent is, at the expiration of a current term of employment, deemed reemployed for a term of one year at the same salary plus any increments that may be authorized by the Board, unless the Board, on or before the first day of March of the year in which the contract of employment expires, either reemploys the Superintendent for a succeeding term or gives to the Superintendent written notice of its intention not to reemploy the Superintendent.

The Board of Education shall enter into an employment contract with the Superintendent, which shall include the following information:

- A. The title of the position;
- B. The term for which employment is contracted including beginning and ending dates;
- C. The annual salary and the intervals at which it will be paid;
- D. Other compensation including benefits;
- E. The annual number of days to be worked;
- F. The annual number of days of vacation and holidays; and
- G. Such other matters as may be agreed upon.

The Board of Education may provide the Superintendent with paid vacation leave. Such vacation leave shall be specified in the Superintendent's individual employment contract. Upon the Superintendent's death, the Superintendent's separation from employment with the Board of Education, or at any other time prior thereto, including but not limited to on an annual basis, the Board of Education may pay the Superintendent (or the Superintendent's estate in the event of death) at the Superintendent's current rate of pay for all or a portion of the Superintendent's lawfully accrued and unused vacation leave. The terms and conditions governing such payment shall be specified in the Superintendent's individual employment contract.

The Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board of Education, supervision of all of the public schools and of all the personnel and various personnel departments of the school system. The Superintendent of Schools is responsible for the management of the schools under the Board's policies and is accountable to the Board.

The Superintendent shall perform such duties as set forth in the Ohio Revised Code and the Board adopted job description. The Superintendent's salary may be increased during the term of office but shall not be decreased unless coincident action involves a general reduction in the Board's adopted salary schedule for teachers and other employees.

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT
(Job Description)

TITLE: Superintendent of Schools

REPORTS TO: Board of Education

GENERAL DESCRIPTION: Serve as chief executive officer of the District; administer, supervise, direct and evaluate the total school system

Essential Functions

1. serve as the Board's chief executive officer
2. advise the Board in all appropriate matters and recommend policies for its consideration
3. implement policies adopted by the Board
4. recommend employment of personnel
5. assign and transfer personnel in accordance with State law and applicable provisions of the collective bargaining agreement
6. assume responsibility for performance evaluation of all members of the staff, except the Treasurer
7. recommend priorities for expenditure of District funds
8. prepare, in cooperation with the Treasurer, an annual budget for submission to the Board
9. coordinate with the Treasurer the financial planning and operation of the District
10. prepare agenda for Board meetings in cooperation with the Treasurer and Board President
11. attend all Board meetings
12. assign students to the proper schools and grades

Other Duties and Responsibilities

1. keep the Board and community fully informed about the school program
2. lead in the improvement of instruction and recommend a course of study
3. lead in the development and operation of school-community relations
4. participate in the community
5. serve as purchasing agent for the Board
6. serve as the Board's designee in suspension and expulsion hearings
7. prepare school calendar for presentation to the Board
8. perform other duties as assigned by the Board

Qualifications

1. master's degree or higher with a major in educational administration and supervision
2. minimum of five years of public school experience in supervision and administration
3. valid Superintendent's certificate/license as prescribed by the state of Ohio
4. valid driver's license
5. alternatives to above qualifications as Board may find appropriate

Required Knowledge, Skills and Abilities

1. communicate ideas and directives clearly and effectively, both orally and in writing
2. effective, active listening skills
3. work effectively with others
4. organizational and problem-solving skills
5. organize and compile data for various state and federal reports
6. extensive knowledge of school finance
7. recommend additions and/or changes to curriculum appropriate to students' needs
8. handle multitude of tasks simultaneously and in timely manner
9. handle constant pressure and substantial amounts of stress
10. supervise variety of jobs and positions
11. strong visionary and leadership skills
12. confidence to make decisions based on the best interest of students

Equipment Operated

1. telephone
2. computer/printer
3. calculator
4. fax machine
5. copy machine

Additional Working Conditions

1. frequent travel
2. frequent evening and/or weekend work
3. requirement to lift, carry, push and pull various items
4. repetitive hand motion, e.g., computer keyboard, calculator, typewriter
5. occasional exposure to blood, bodily fluids and tissue
6. occasional interaction among unruly children
7. regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.

LEGAL REFS.: ORC 3319.01; 3319.22

EVALUATION OF SUPERINTENDENT

The Board evaluates the performance of the Superintendent in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

Through evaluation of the Superintendent, the Board strives to:

1. clarify the role of the Superintendent as seen by the Board;
2. develop harmonious working relationships between the Board and Superintendent;
3. provide administrative leadership for the District and
4. identify strengths and weaknesses of the Superintendent's performance.

Criteria for the evaluation of the Superintendent are based upon the Superintendent's job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Superintendent and adopted by the Board.

The Board evaluates the abilities and services of the Superintendent at least once a year.

The evaluation of the Superintendent's abilities and performance is written and made available to and discussed with the Superintendent in conference. The Board may consider the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

INCAPACITY OF SUPERINTENDENT

As the executive officer of the District, the Superintendent has a major responsibility in managing the operation of the schools.

Should the Superintendent become incapacitated, the Administrative Assistant shall meet the certificate requirement as established by law and be appointed.

The Administrative Assistant performs all the duties and functions of the Superintendent and may be removed at any time by a two-thirds majority vote of the members of the Board or upon return to full-time active service of the Superintendent.

A superintendent pro tempore is the Administrative Assistant. Such incapacity is determined:

1. by request of the Superintendent, if the Superintendent is absent with pay for reasons of personal illness, injury or exposure to contagious disease which could be communicated to others;
2. upon certification of the attending physician that the Superintendent is unable to perform the duties of the office of Superintendent;
3. upon the determination of a referee, pursuant to ORC 3319.16, that the Superintendent is unable to perform the duties of the office of Superintendent;
4. upon the granting of a leave of absence without pay requested by the Superintendent for reasons of illness, injury or other disability or
5. upon the placing of the Superintendent upon an unrequested leave of absence without pay for reasons of illness or other disability pursuant to ORC 3319.13 and 3319.16.

During the period of incapacity, the Superintendent may:

1. at his/her request, be placed on sick leave, with pay, not to exceed the extent of his/her accumulated, but unused, sick leave and any advancement of such sick leave which may be authorized by Board policy;
2. at his/her request, or without such request, pursuant to the Family and Medical Leave Act, be placed on unpaid FMLA leave for up to twelve weeks per year and
3. at his/her request, or without his/her request, the Superintendent may be placed on a leave of absence without pay pursuant to ORC 3319.13.

The leave provided during the period of incapacity (described above) will not extend beyond the contract or term of office.

The Superintendent may, upon request to the Board, be returned to active-duty status, unless the Board denies the request within 10 days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that he/she is capable of resuming such duties and that the duties be resumed on a full-time basis.

The Board may demand that the Superintendent return to active service; upon the determination that he/she is able to resume his/her duties, the Superintendent will return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy and has the same rights as are granted under ORC 3319.16.

EMPLOYMENT OF PRINCIPALS AND OTHER ADMINISTRATORS

The Board of Education may employ other administrative staff, including building principals, and other administrative employees as is necessary for the smooth and efficient educational operation of the district in accordance with O.R.C. §3319.02.

The length of employment of all the above-mentioned administrators will be for twelve (12) months, or such other time as agreed to by the Board and administrator.

The Board shall enter into written contracts with its administrative employees specifying the employee's administrative position and duties, the salary and other compensation to be paid for the performance of the duties, the number of days to be worked, the number of days of vacation, if any, and any paid holidays in the contractual year.

The Board of Education may provide administrators with paid vacation leave. Such vacation leave shall be specified in the administrator's individual employment contract. Upon the administrator's death, the administrator's separation from employment with the Board of Education, or at any other time prior thereto, including but not limited to on an annual basis, the Board of Education may pay the administrator (or the administrator's estate in the event of death) at the administrator's current rate of pay for all or a portion of the administrator's lawfully accrued and unused vacation leave. The terms and conditions governing such payment shall be specified in the administrator's individual employment contract.

All of the above-mentioned administrators are employed for an August 1st to July 31st work year, and may be employed for up to five (5) years. Their contract should also indicate that salaries may be adjusted from time to time, according to the recommendation of the Superintendent and the approval of the Board of Education.

The Board of Education and/or the Superintendent may prepare and distribute handbooks for administrators.

EVALUATION OF ADMINISTRATORS

Each assistant superintendent, director, principal, assistant principal, and other administrator shall be evaluated through this written evaluation procedure and in compliance with O.R.C. §3319.02. In the event of any conflict between this procedure and O.R.C. §3319.02, the provisions of O.R.C. §3319.02 shall apply as if incorporated into this procedure. As used in this procedure, the term “administrator” applies to any person whose evaluations are subject to the requirements of O.R.C. §3319.02.

- A. The evaluation shall be conducted by the Superintendent or his/her designee.
- B. The evaluation shall measure each administrator’s effectiveness in performing the duties included in the applicable job description. For principals and assistant principals, the evaluation shall be based on standards comparable to the Ohio Teacher Evaluation System (OTES), as provided in O.R.C. §3319.111, but tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. The Board shall from time to time adopt and revise administrator job descriptions to implement this procedure.
- C. The Superintendent or his/her designee may reference the standards-based model of the Ohio Principal Evaluation System (OPES) to evaluate the performance of principals and assistant principals. In determining a principal’s or assistant principal’s level of effectiveness for purposes of a formative evaluation, equal weight shall be accorded to performance on the standards for the profession and student growth measures.
- D. In any school year that the administrator’s contract is not due to expire, at least one evaluation shall be completed in that year. A written copy of the evaluation shall be provided to the administrator no later than the end of the administrator’s contract year as defined by the administrator’s annual salary notice.
- E. In any school year that the administrator’s contract of employment is due to expire, at least a preliminary evaluation and at least a final evaluation shall be completed in that year. A written copy of the preliminary evaluation shall be provided to the administrator at least sixty days prior to any action by the Board on the administrator’s contract of employment. The final evaluation shall indicate the Superintendent’s intended recommendation to the Board regarding a contract of employment for the administrator. A written copy of the final evaluation shall be provided to the administrator at least five days prior to the Board’s acting to renew or not renew the contract.
- F. Before taking action to renew or nonrenew the contract of an administrator and prior to the first day of June of the year in which the administrator’s contract expires, the administrator shall be given written notice of the date that the contract expires and that the administrator may request a meeting with the Board. Upon request by the administrator, the Board shall

grant the administrator a meeting in executive session. In that meeting, the Board shall discuss its reasons for considering the renewal or nonrenewal of the contract. The administrator shall be permitted to have a representative of the administrator's choice at the meeting.

- G. The evaluation shall be considered by the Board in deciding whether to renew the administrator's contract.
- H. If the Board takes action to nonrenew the contract of an administrator, the administrator shall be provided with written notice of the Board's action on or before the first day of June of the year in which the administrator's contract expires.
- I. The establishment of this procedure shall not create an expectancy of continued employment. Nothing contained herein shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the administrator's contract, provided the administrator has been given the evaluations required by this procedure and the opportunity, upon request, to meet with the Board as required by this procedure.

LEGAL REFS: O.R.C. §3319.02

Adopted: February 25, 2014

ADMINISTRATIVE STAFF REDUCTION IN FORCE

The purpose of this policy is to provide for reasons and procedures for a reduction in force of the administrative staff of the school district when the Board of Education considers such a reduction to be necessary. For purposes of this policy, the terms “administrator” and “administrators” refer to those persons employed under authority of O.R.C. §3319.02.

1. **Reasons for a Reduction in Force.**

The Board of Education may implement a reduction of force in the ranks of administrators, through suspension of one or more administrative contracts, for one or more of the following reasons:

- a. Return to duty of administrators from leaves of absence.
- b. Territorial changes affecting the school district as a whole, or one or more school district facilities.
- c. Decreased enrollment of students in the school district, at one or more school facilities, or in one or more instructional programs, regardless of whether such decrease occurs from one school year to the next, or within one school year.
- d. Closure of one or more school facilities.
- e. Reorganization of the school district administrative staff.
- f. The financial condition of the school district as determined by the Board.
- g. Lack of sufficient work as determined by the Board.
- h. Changes in curriculum, programs, or services provided in the district.

2. **Order of Contract Suspension.**

The order in which administrator contracts will be suspended to implement a reduction in force pursuant to this policy shall be determined as follows:

- a. When a reduction is necessary due to an administrator returning from leave of absence, the administrator holding the position or the most similar position from which the administrator took a leave of absence shall have his or her contract suspended.

- b. When reductions in force are based upon reasons affecting one or more identifiable school district facilities or programs, only the administrators responsible for such facilities or programs are subject to the reduction in force.
- c. When identifying which administrators will be subject of a reduction in force, consideration will be given to first suspending the contracts of administrators who have the least seniority in the school district, with seniority defined as years of continuous employment under a regular contract of any kind with the Board of Education. Seniority, however, is not controlling. The overriding considerations in determining the order of suspension of contracts shall be the efficient use of personnel and available resources, and the best interests of the students served by the school district.

3. Procedure for Implementing Reduction in Force.

The procedure for implementing a reduction in force among the administrative staff shall be as follows:

- a. The administrative positions to be reduced through contract suspension shall be identified by the Superintendent. The affected administrators will be notified by the Superintendent of the anticipated reduction and given an opportunity to resign prior to Board action.
- b. Contracts may be suspended by Board of Education action at a regular or special meeting. Administrators whose contracts have been suspended shall be given written notice by the Board of Education of the action, which shall include the date the suspension takes effect if the date is other than the date of Board action.
- c. A reduction in force can include a reduction from full-time to part-time service.
- d. A reduction in force can include a reduction in the number of contracted days of employment.

4. Recall of Administrators.

Administrators whose contracts have been suspended pursuant to a reduction in force shall have a right to restoration to active service as follows:

- a. Administrators whose contracts have been suspended pursuant to this policy shall have the right to be recalled to active service to the same or similar administrative position for which they qualify, when such a position next becomes available in the school district, with priority given to administrators whose contracts have been suspended the longest. An administrator is qualified for return to service in the

same or similar administrative position when all of the following are satisfied: the administrator holds the required certification/licensure when notified of the recall; the available position is at the same pay grade level as the position the administrator held at the time of contract suspension; and the duties and responsibilities of the available position are comparable to the position the administrator held at the time of contract suspension, all as determined by the Superintendent.

- b. The recall of an administrator to active service shall be offered by written notice from the Superintendent to the administrator. The administrator shall have ten days from receipt of the notice in which to accept or decline the offered position in writing delivered to the Superintendent.
- c. If an administrator declines recall to active service in the school district or does not respond to a recall notice in a timely manner, the administrator shall be deemed to have resigned from employment with the Board and all recall or other employment rights are extinguished as of the date recall is declined.

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees as necessary for proper administration of the Board policies and for the improvement of the total educational program.

All councils, cabinets and committees created by the Superintendent are for the purposes of obtaining the advice and counsel of administrative and supervisory personnel of the District and aiding in District communication. Functioning in an advisory capacity, such groups may make recommendations for submission to the Board through the Superintendent. Authority for establishing policy remains with the Board; authority and responsibility for implementing policy remain with the Superintendent.

The membership composition and responsibilities of administrative councils, cabinets and committees are defined by the Superintendent and may be changed at his/her discretion.

Such councils, cabinets and committees need not meet the requirements of the Sunshine Law.

BOARD OF EDUCATION
POLICIES

CHAPTER III
GENERAL PERSONNEL

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Board of Education to comply with all federal and state laws, requirements and regulations prohibiting discrimination. It is the policy of the Board that no staff member, or candidate for a position, in this district shall, on the basis of race, color, religion, military status, national origin, creed or ancestry, age, sex, marital status, disability, or genetic information be discriminated against, excluded from participation in, denied the benefits of, recruited, employed, assigned, evaluated, provided inservice education or other terms, conditions, and privileges of employment or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall act as the compliance officer for the Board. The responsibility of the compliance officer shall be to insure that federal and state regulations are complied with and that any complaints are dealt with promptly in accordance with law.

Notice of the Board's policy on nondiscrimination in employment practices shall be posted throughout the district and published in any district statement regarding the availability of employment.

The Board directs the Superintendent to continually evaluate the district's employment practices to insure that equal opportunities are available to all applicants and employees based upon each individual's qualifications, merit, and job abilities.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Board of Education will comply with all aspects of the Immigration Reform and Control Act of 1986. The Board will delegate to the Superintendent the responsibility of establishing procedures to assure compliance with this Act.

Federal law requires that all employers and employees, hired after November 6, 1986, complete an Employment Eligibility Verification Form (Form I-9) provided by U.S. Citizenship and Immigration Services (“USCIS”). All such employees must provide documents that establish both identity and employment eligibility in order for Form I-9 to be completed and signed by both the employee and the school district official.

Form I-9 must be retained for three (3) years or for one (1) year past the end of the employment of an individual, whichever is longer. Such forms must be made available for inspection to a Department of Homeland Security (“DHS”) or Department of Labor (DOL) officer upon request.

In order to comply with federal law the following verification of employment eligibility procedures will apply:

Completion of Form I-9

The Superintendent or his/her designee will ensure that Section 1 of Form I-9 is completed no later than the time of hire, and that Section 2 of Form I-9 is completed within three (3) business days of the date employment begins. If an individual is employed for less than three (3) days, the form must be completed at the time employment begins.

The following individuals do not need to complete Form I-9:

- A. Persons who provide labor to this district but who are employed by a contractor providing contract services.
- B. Persons who are independent contractors.

The Superintendent or his/her designee is also responsible for re-verifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Acceptable Documents for Verifying Employment Eligibility

All employees hired will need to provide an unexpired document or documents that establish identity and employment authorization. The following documents are acceptable:

LIST A

Documents That Establish Both Identity and Employment Authorization:

- A. U.S. Passport or U.S. Passport Card.
- B. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
- C. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
- D. Employment Authorization Document that contains a photograph (Form I-766).
- E. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- F. Passport from the Federated States of Micronesia ("FSM") or the Republic of the Marshall Islands ("RMI") with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

LIST B

Documents that Establish Identity:

For individuals eighteen (18) years of age or older:

- A. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- B. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- C. School ID card with a photograph.
- D. Voter's registration card.
- E. U.S. Military card or draft record.

- F. Military dependent's ID card.
- G. U.S. Coast Guard Merchant Mariner Card.
- H. Native American tribal document.
- I. Driver's license issued by a Canadian government authority.

For individuals under age eighteen (18) who are unable to produce one (1) of the documents listed above:

- A. School record or report card.
- B. Clinic, doctor or hospital record.
- C. Day care or nursery school record.

LIST C (Document on List C must accompany a document from List B)

Documents That Establish Employment Authorization:

- A. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
- B. Certification of Birth Abroad issued by the Department of State (Form FS-545).
- C. Certification of Report of Birth issued by the Department of State (Form DS-1350).
- D. Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal.
- E. Native American tribal document.
- F. U.S. Citizen ID Card (Form I-197).
- G. Identification Card for Use of Resident Citizen in the United States (Form I-179).
- H. Employment authorization document issued by the DHS.

Documents listed in A satisfy identity and employment authorization requirements. If a document from List B is submitted, then it must be accompanied by a document from List C.

Retention of Employment Eligibility Verification Form (Form I-9)

The Superintendent or his/her designee must retain Form I-9 for three (3) years or for one (1) year past the end of the employment of the individual, whichever is longer. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.

Preparation of Documents for Inspection

DHS or DOL Officers are required to give employers three (3) days advance notice before an inspection. The Superintendent or his/her designee will assemble the I-9 forms in preparation for the inspection. Failure to provide the I-9 forms could result in civil money penalties for each employee for whom the form was not completed, retained, or presented.

REPORT OF NEW HIRES

In compliance with the provisions of O.R.C. §§3121.89-3121.8911, the Treasurer or designee shall report, in writing, to the Ohio Department of Job and Family Services (“ODJFS”) the hiring, rehiring, or return to work as an employee or contractor of a person who resides, works or will be assigned to work in Ohio and to whom the Board of Education anticipates paying compensation.

For the purposes of this policy, an employee is an individual who provides services to the Board for compensation that is reported as income from wages. A contractor is an individual who provides services to the Board for compensation that is reported as income other than wages and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company. A contractor does not include a professionally licensed person who is providing services to the Board under that license, or an individual who will receive less than \$2,500.00 per year under the contract(s) with the Board or a greater amount as determined by the ODJFS.

This report shall be made not later than twenty (20) days after the date on which the Board hires or rehires an employee or contractor or the employee or contractor returns to work, and the report shall include the following:

- A. For each employee, the employee’s full name, address, date of birth, social security number, and date of hire, rehire, or return to work;
- B. For each contractor, the contractor’s name, address, social security or tax identification number, the date payments begin, and the length of time the contractor will be performing services for the Board; and
- C. The Board’s name, address, and federal employer identification number.

The Treasurer or designee may make the required report by submitting a copy of each employee’s W-4 tax form, a form provided by the Department of Job and Family Services, or any other hiring document or data storage device or mechanism the Department authorizes by mail, fax, magnetic or electronic means.

CRIMINAL RECORDS CHECK

The Board recognizes that it is not only important to employ highly qualified and competent personnel, but also individuals who are good, moral, and law-abiding citizens.

Accordingly, the Superintendent, or his/her designee(s), shall cause all applicants for employment and volunteers to undergo criminal records checks conducted by the Bureau of Criminal Identification and Investigation (BCI) at the time of their initial employment or approval as volunteers and at the intervals required by law as set forth below.

The following shall apply:

- A. Each applicant or volunteer shall be provided with a separate written statement when the applicant first applies notifying him/her that he/she is required to provide a set of his/her fingerprint impressions and that, as a precondition to employment or appointment as a volunteer, a criminal records check is required to be conducted and satisfactorily completed.
- B. Each applicant or volunteer shall be notified, when he/she first applies, of the amount of the criminal records check fee and that, unless the fee is pre-paid to the Board, he/she will not be considered for employment or a position as a volunteer with the Board. The fee will only be paid by the applicant or volunteer if he/she comes under final consideration for employment with or appointment by the Board.
- C. Except as provided below in Section L., a criminal records check shall be requested from the Ohio Bureau of Criminal Identification and Investigation (BCI) for each applicant or volunteer under final consideration. The request shall include a request that the BCI obtain information from the Federal Bureau of Investigation (“FBI”) as part of the criminal records check for the applicant. The Board may accept a certified copy of any records issued by the BCI presented by an individual applying for employment with or appointment by the Board in lieu of requesting such information itself. In such case, however, the Board shall only accept a certified copy of such records within one (1) year after the date of issuance by the BCI.
- D. Except as provided below in Section L., each applicant for a position with or appointment by the Board is responsible for completing the criminal records check by submitting fingerprints and information via the WebCheck® system maintained by BCI, unless the applicant or volunteer lives more than seventy-five (75) miles from the nearest WebCheck® facility or the applicant’s fingerprints cannot be captured on a WebCheck® screen. If the applicant or volunteer fails to submit the necessary information for the criminal records check, he/she shall not be employed or appointed by the Board.

- E. Each applicant for a position with the Board or volunteer may be employed or appointed conditionally, at the sole discretion of the Board, until the criminal records check is completed and the Board receives the results of the criminal records check. If the results of the criminal records check indicate that the applicant or volunteer has been convicted of or pleaded guilty to any crime listed in O.R.C. §3319.39(B)(1)(a) or an existing or former law of Ohio, another state, or the United States that is substantially equivalent to any of the offenses listed in O.R.C. §3319.39(B)(1)(a), or if the applicant has applied for a position as a teacher, any crime listed in O.R.C. §3319.31 in addition to those set forth in O.R.C. §3319.39(B)(1)(a), the applicant shall be immediately released from employment with the Board, or if a volunteer, released as a volunteer by the Board.
- F. Subsequent criminal records checks of employees shall be requested from the BCI for every person hired by the Board, other than a person hired for a position that requires a license issued by the Ohio State Board of Education, according to the following schedule:
1. For a person in a position other than for the operation of a vehicle for pupil transportation, every five years after the date of hire; and
 2. For a person hired to operate a vehicle used for pupil transportation, at the time of initial application for a certificate and every six years thereafter at the time of renewal.

Effective January 1, 2010, any subsequent criminal records check shall be made for information from the FBI only if the employee presents proof that he or she has been a resident of Ohio for the five years immediately prior to the date of the criminal records check.

Subsequent criminal records checks of volunteers shall be conducted as determined by the Board and/or Superintendent.

- G. Prior to taking an adverse action against an applicant or employee based in whole or in part on a criminal record check, the applicant or employee will be given a written pre-adverse action disclosure statement which will include a copy of the criminal record check and the Federal Trade Commission's notice entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."
- H. After taking an adverse action, the applicant or employee will be given a written adverse action notice which includes the name, address and telephone number of BCI, a statement that BCI did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by BCI and the individual's right to an additional free criminal record check from BCI upon request within sixty days.

- I. The Board will take into consideration administrative rules adopted by the State Board of Education specifying the circumstances under which a person who has been convicted of a disqualifying offense may be employed; provided the person meets the rehabilitation standards set forth in the rules.
- J. The report of a criminal records check conducted by the BCI pursuant to paragraph C. of this policy is not a public record and shall not be made available to any person other than the applicant, a court, a hearing officer, or other necessary individual involved in a case dealing with the denial of employment to the applicant.
- K. Any private or public company must request a criminal records check for any person hired to work in the district prior to initial assignment to the district and at the same intervals specified herein for Board employees. The company must provide the results of the criminal records check to the Board prior to the initial assignment of such persons to work in the district and promptly after receiving results from subsequent criminal records checks.
- L. An applicant who, within a two-year period prior to the date of the application, was the subject of a criminal records check prior to being hired by the district for short-term employment, shall not be required to undergo a criminal records check if the applicant meets the following conditions:
 - 1. The applicant is applying to be an instructor of adult education; and
 - 2. The duties of the position for which the applicant is applying do not involve the routine interaction with a child or regular responsibility for the care, custody, or control of a child or, if the duties do involve such interaction or responsibility, during any period of time in which the applicant, if hired, has such interaction or responsibility, another employee of the district will be present in the same room or, if outdoors, will be within a thirty-yard radius of the child or have visual contact with the child.

NOTICE OF CRIMINAL RECORDS CHECK

In accordance with the federal Fair Credit Reporting Act, you are hereby notified that, as an applicant for employment in the Harrison Hills City School District, you are required to provide a set of your fingerprints and that, as a precondition to employment, a criminal records check will be used as part of the initial hiring process and at various times during your employment career.

I hereby acknowledge receipt of the foregoing notice and authorize the Harrison Hills City School District to obtain the criminal records check referred to therein.

Signature of Applicant

Date

PHYSICAL EXAMINATION AND TUBERCULIN SCREENING

In order to certify the mental and/or physical fitness of candidates and employees to discharge efficiently the duties which they will be performing and to protect the health of students from the transmission of communicable diseases, the Board may require certain physical examinations to be conducted.

For purposes of this policy a “physical examination” shall mean a general examination by a doctor licensed to practice in this state and/or drug testing by a certified lab. The Board shall bear the cost of said examination/test.

The Board may require that recommended candidates for positions of employment and employees undergo a physical examination and/or a mental examination when circumstances dictate the need for such action.

In addition, school bus drivers shall be examined in accordance with O.A.C. 3301-83-07 to determine their fitness to operate a school bus.

The results of all examinations shall be made known to the Superintendent on a confidential basis, discussed with or made available to the employee, and made a part of the employee’s records.

Persons ill or infected with a communicable disease which may be transmitted through food are prohibited from working in the food-handling areas of this District and such employees may be required to submit to a physical examination on request of the school nurse or school physician.

Targeted tuberculin testing shall be required of groups at high risk as identified by the Harrison County General Health District.

Currently employed school employees who become known to have converted a tuberculin skin test from negative to positive as defined by the "American Thoracic Society" shall have a chest x-ray and any other medical and laboratory examinations deemed necessary by the school physician or the Board of Health to determine the absence of tuberculosis in a communicable state as provided for under O.R.C. §§3313.71 or 3313.72.

FAMILY AND MEDICAL LEAVE ACT

- A. The Board of Education shall provide leave to eligible employees to the extent required by the federal Family and Medical Leave Act of 1993 (FMLA). This policy is not intended to grant eligible employees greater leave rights than are provided for by FMLA, and it is not intended to reduce, eliminate, modify, or change any of the Board's rights, options, privileges, or prerogatives under FMLA.
- B. To be eligible for FMLA leave, an employee:
1. Must have been a Board employee for a total of at least 12 months, which need not be consecutive. The Board does not count employment periods occurring prior to a break in service of 7 years or more, except as required by FMLA regulations; and
 2. Must have actually worked at least 1,250 hours for the Board during the 12 months immediately preceding the date on which the employee's FMLA leave is to begin; and
 3. Must be employed at a worksite where 50 or more employees are employed by the Board within 75 miles of that worksite.
- C. FMLA Family Leave. Eligible employees are entitled to up to a combined total of 12 workweeks of unpaid FMLA leave during any "12-month period" for one or more of the following reasons:
1. For the birth of a child and to care for the newborn child.
 2. For placement with the employee of a child for adoption or foster care.
 3. To care for the employee's spouse, son, daughter, or parent with a serious health condition.
 4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
 5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a member of the U.S. Armed Forces and is on covered active duty or has been notified of a federal impending call or order to active duty in the Armed Forces in support of a contingency operation.

A qualifying exigency includes the following:

- a. Short-notice deployment. Any issue that arises from notice of a call to active duty seven or fewer calendar days prior to deployment.
 - b. Military events. Attendance at any official ceremony, event, or program sponsored by the military or attendance at support or assistance programs sponsored by the military or military service organizations that are related to the call to active duty.
 - c. Childcare and school activities. Arranging alternative childcare, providing childcare on an urgent basis, enrolling in or transferring to a new school or daycare facility, or attending meetings at a school or daycare facility when necessitated by a call to active duty status.
 - d. Financial and legal arrangements. Making or updating financial or legal arrangements to address the absence caused by a call to active duty status, or acting as a representative for a covered military member for the purpose of obtaining or appealing military service benefits.
 - e. Counseling. Attending counseling (other than that from a health care provider) for the employee, the covered military member, or a child of the covered military member necessitated by the call to active duty status.
 - f. Rest and recuperation. Spending time with a covered military member who is on short-term, temporary rest and recuperation leave.
 - g. Post-deployment activities. Attending arrival ceremonies or any official ceremony or program sponsored by the military for a period of 90 days following the termination of the active duty status, or addressing issues that arise from the death of a covered military member while on active duty status.
 - h. Any other events that arise out of the call to active status agreed to by the employer and employee.
- D. FMLA Military Caregiver Leave. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a combined total of 26 workweeks of unpaid FMLA leave during a single 12-month period to care for the servicemember who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. During this 12-month period, the eligible employee is entitled to a combined total of 26 workweeks of unpaid leave for any of the reasons set forth in this Policy under Subsection C. or D.

- E. An FMLA leave taken by an eligible employee for any one or more of the foregoing reasons shall be counted against the employee's FMLA leave entitlement.
- F. The “12-month period” for purposes of determining the amount of FMLA Family leave to which an eligible employee is entitled under paragraph C., above, shall be July 1 through June 30.

The “12-month period” for purposes of determining the amount of FMLA Military Caregiver Leave to which an eligible employee is entitled under paragraph D., above, begins on the first day the employee takes leave and ends 12 months after that date.

- G.
 - 1. The Board may count a leave concurrently against an eligible employee’s FMLA leave entitlement and against the employee’s entitlement, if any, to other appropriate types of leave, and vice versa.
 - 2. If the Board does not count a leave concurrently against an eligible employee’s FMLA leave entitlement and against the employee’s entitlement, if any, to other appropriate types of leave, or vice versa, the eligible employee may elect to substitute appropriate accrued, paid leave for FMLA leave. In such a case, the leave will count against the employee’s FMLA leave entitlement and against the employee’s entitlement to the other appropriate type(s) of accrued, paid leave.
- H. The Board may require an eligible employee to provide it with medical certification of a serious health condition in connection with FMLA leave under paragraphs C.3., C.4., or D. above. Failure to provide a requested medical certification may result in a delay or denial of the employee’s FMLA leave.
- I. While an eligible employee is on FMLA leave, the Board will maintain the employee’s group health insurance coverage(s) on the same terms and conditions as if the employee was still at work.
- J. While on FMLA leave, an eligible employee must pay his/her portion of all premiums for group health insurance coverage(s) by providing the Treasurer with a valid check for his/her portion of the premiums prior to the first day of each month. Failure to timely make such premium payments may cause lapse(s) in the eligible employee’s group health insurance coverage(s).
- K. If an eligible employee has taken an FMLA leave under paragraph C.4., above, the employee must provide the Board with a fitness-for-duty certificate to be restored to employment.

- L. Upon return from FMLA leave, an eligible employee shall be restored to the same position that the employee held when the FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
- M. If an eligible employee fails to return to work from an FMLA leave, the employee may be liable for payment of health insurance premiums paid by the Board during the employee's FMLA leave
- N. Two eligible employees of the District married to each other are limited to a total of:
 - 1. 12 workweeks of FMLA leave per 12-month period if the leave is taken for the purpose of the birth or care of a newborn child (C.1. above), the placement or care of a child through adoption or foster care (C.2. above), or the care of the employee's parent with a serious health condition; and
 - 2. 26 workweeks during a single 12-month period if the leave is taken for the sole purpose of caring for a covered servicemember (D. above) or for caring for a covered servicemember in combination with leave taken for the birth or care of a newborn child (C.1. above), the placement or care of a child through adoption or foster care (C.2. above), or care of the employee's parent with a serious health condition.
- O. The Board specifically retains all rights, options, privileges, and prerogatives that it has under FMLA.

STAFF CONDUCT

District employees are expected to conduct themselves in a professional manner at all times, especially when engaged in the activities of educating or supporting the education of the district's students. Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. They are to follow all of the state and federal laws and regulations required of them, and they are expected to know and to be held responsible for observing the policies, procedures, and regulations of the Board of Education and directives and recommendations from their supervisors. Employees are to strive to keep current with not only the latest educational aspects of their positions, but with all aspects of their particular duties.

Staff members shall not leave students unsupervised and shall strive to provide a safe learning environment for students and staff. Only staff members or other qualified adults shall be permitted to supervise students.

No employee shall engage in or have a financial interest in any activity that conflicts with his/her duties and responsibilities. No information obtained through the school system shall be used by any employee for personal purposes.

The Superintendent, Treasurer, and Business Manager shall file the appropriate Ohio Ethics Commission disclosure statement, as set forth in O.R.C. §102.02. The aforementioned administrators shall not use or authorize the authority or influence of office or employment to secure, promise, offer, solicit, accept, or give of anything of value that is of such a character as to manifest a substantial and improper influence upon such administrator.

LEGAL REFS.: O.R.C. §§102.02; 102.03

Adopted: November 17, 2016

STAFF PARTICIPATION IN POLITICAL ACTIVITIES AND LEVY CAMPAIGNS

Employees shall not use district resources or time during their workday to: (a) promote the nomination, election, or defeat of a candidate for public office; (b) promote the passage or defeat of a ballot issue or question, including a school levy or bond issue; or (c) otherwise influence voters in an election.

Notwithstanding the foregoing, employees may, in accordance with Ohio law, attend a public meeting during regular work hours for the purpose of presenting information about school finances and activities and Board actions, even if the purpose of the meeting is to discuss or debate the passage of a school levy or bond issue.

Any employee who intends to campaign for an elective public office shall notify the Superintendent at the earliest possible moment of the office in which he or she intends to seek, together with the decision as to whether he or she wishes to continue employment and under what terms and conditions. Upon request, the Superintendent will meet with and discuss concerns with the employee involved, and will present proposed solutions for consideration. The essential element to be determined is whether the activities proposed by the employee are consistent with his/her services to the district and the best interests of education. The employee shall not campaign for office during the employee's work day. The Board and administration shall ultimately determine the terms and conditions under which the employee may continue his/her employment as he/she seeks or holds such elective office.

STAFF DEVELOPMENT

It is the professional obligation of each employee to work for the improvement of his/her profession. Participation in organizations and activities that will further this aim is a part of each employee's professional responsibility.

It is also the obligation of the employee to work for his/her own professional improvement and to widen his/her own knowledge.

Opportunities for professional growth in the district will be provided through such means as the following:

- A. Planned in-service programs and workshops offered within the school system from time to time;
- B. Released time for visits to other classrooms and schools and for attendance at conferences, workshops and other professional meetings; and
- C. Leaves of absence for advanced educational training.

The Superintendent will have authority to approve released time for conferences and visitations and reimbursements for expenses, provided that such activities are within budget allocations for that purpose.

DEMOCRATIC/ETHICAL PRINCIPLES

It shall be the policy of the Board of Education to encourage all of its employees to be cognizant of their role in instilling ethical principles and democratic ideals in all of the pupils of the school district. To this end, the principles of democracy and ethics shall be emphasized and discussed, wherever appropriate, in the curricular and co-curricular programs of this school district.

ALCOHOL AND DRUG-FREE SCHOOLS

The Board believes that quality education is not possible in an environment affected by alcohol and drugs. The Board will, therefore, establish and maintain an educational setting which meets the requirements of all applicable federal, state, and local laws, including but not limited to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 and any amendments thereto as they relate to employees.

A. Prohibited Conduct

To establish and maintain an environment free of drugs, the Board, as it has in the past, prohibits the manufacture, possession, use, distribution, or dispensation of any controlled substances, as well as alcohol, by any employee at any time while on Board property or while involved in any district-related activity or event.

B. Employees

1. Employees are prohibited from being under the influence of alcohol or controlled substances during work hours or when they are representing the Board at meetings or in the community.
2. An employee who must use prescribed drugs which could impair his/her ability to perform the job duties must report this fact to his/her supervisor along with acceptable medical documentation. A determination will then be made as to whether the employee is able to perform his/her job safely and properly.
3. The Board will not employ an individual whose current use of alcohol prevents him/her from performing the job duties or who constitutes a direct threat to the property or safety of himself/herself or others. The Board will not employ an individual who is currently using controlled substances.
4. An employee convicted of any criminal drug violation occurring in the workplace must report such conviction to the Superintendent within five (5) working days of the conviction. The Superintendent shall notify those agencies required by the Drug-Free Workplace Act of 1988 of an employee's conviction within ten (10) days of receiving notice from an employee or otherwise receiving actual notice. A conviction means a finding of guilt or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
5. The Superintendent shall take one or a combination of the following actions within thirty (30) days of receiving notice from the employee as set forth in paragraph 4. of this policy:

- a. Appropriate personnel action against such employee, up to and including termination in accordance with the applicable law or provisions in a collective bargaining agreement;
 - b. Requiring the employee to complete a drug assistance or rehabilitation program approved for such purposes by the federal, state, or local health, law enforcement or other appropriate agency.
 6. A drug-free awareness program shall be created to inform the employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Board’s policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitating and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 7. Information on controlled substance or alcohol counseling and/or rehabilitation programs is available from the Superintendent or his/her designee.
 8. Disciplinary sanctions consistent with local, state, and federal law up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct required by this Policy.
 9. Federal law requires that employees comply with the standards of conduct set forth in this policy.
 10. Employees shall be given a copy of the standards of conduct required under this Policy as well as a statement of disciplinary sanctions described herein.
- D. This Policy and the Board’s Drug Prevention Program shall be reviewed biennially.

LEGAL REFS: 20 U.S.C. §7101; 20 U.S.C. §3171; 20 U.S.C. §701

Adopted: November 17, 2016

**ALCOHOL AND DRUG ABUSE TESTING OF
EMPLOYEES PERFORMING SAFETY-SENSITIVE DUTIES**

I. PURPOSE

It is the intention of this Policy to eliminate substance abuse and its effects involving those employees whose regular work duties include school bus operation. While the Board has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and the safety of students and employees. The Board's concern is that employees are in a condition to perform their duties safely and efficiently, in the best interests of the students, their fellow workers, and the public, as well as themselves. The presence of drugs and alcohol in any amount on the job, and the effects of these substances on employees during the working hours, however slight, are inconsistent with this objective.

Employees who think they may have an alcohol or drug usage problem are urged to seek voluntary confidential counseling and/or rehabilitation through a local certified alcohol or drug assistance program. While the district will be supportive of those who do seek help voluntarily, it will be equally firm in identifying and disciplining those who are substance abusers and do not seek help.

In order to promote the safety of students, and the safety and health of all employees, the Board of Education adopts the drug and alcohol testing policy outlined herein. In recognition of the public service responsibilities entrusted to the employees of the district performing safety-sensitive duties, and of the fact that drug and alcohol usage can affect a person's ability to perform such duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the Board of Education.

II. APPLICABILITY

This policy applies to employees performing safety-sensitive duties who are required to have a commercial driver's license. Safety-sensitive duties include all on-duty functions performed from the time an employee begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the district or paid work for any other entity.

III. EMPLOYEE ALCOHOL TESTING REQUIREMENTS

A. Prohibitions of Alcohol Misuse

Employees are prohibited from:

1. Possessing or using alcohol while on the job;
2. Using alcohol during the four hours before performing safety-sensitive duties;
3. Having prohibited concentrations of alcohol in their system while performing safety-sensitive duties;
4. Using alcohol during the eight hours following an accident, or until post-accident testing is completed, whichever occurs first; and
5. Refusing to take a required alcohol test.

The district must prohibit an employee from having an alcohol concentration of 0.04 or above from performing safety-sensitive duties until he/she has been evaluated by a substance abuse professional, and tests at less than 0.02 for the presence of alcohol. An employee with an alcohol concentration of 0.02 or greater, but less than 0.04, is not permitted to perform safety-sensitive duties for 24 hours. In addition to these requirements, the district has the right to discipline the employee for alcohol misuse.

B. Required Tests: Alcohol

1. Post-Accident Testing
 - a. As soon as practicable following an accident, an employee will be tested for alcohol if:
 - (1) the employee was performing a safety-sensitive duty with the vehicle involved in the accident resulting in the loss of human life; or
 - (2) the employee receives a citation under a state or local law for a moving traffic violation arising from the accident.
 - b. Employees shall make themselves readily available for testing, absent the need for immediate medical attention.

- c. An employee shall not use alcohol for eight hours after an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- d. When possible, a post-accident alcohol test will be administered within two hours following the accident. An alcohol test will not be administered more than eight hours after the accident.
- e. Employees involved in a fatal accident registering an alcohol concentration of 0.02 or greater are at a minimum prohibited from driving for one year and are also subject to disciplinary procedures, including termination.
- f. Tests conducted by federal, state or local officials will satisfy the requirements of post-accident testing if:
 - (1) such tests conform to applicable legal requirements and
 - (2) the results of the tests are obtained by the school district.

2. Random Testing

- a. Tests will be conducted on a random basis at unannounced times throughout the year.
- b. Tests for alcohol shall be conducted just before, during or just after the performance of safety-sensitive duties.
- c. The number of random alcohol tests annually must equal the legally required percentage of employees subject to testing.
- d. Employees shall be selected for random testing by a scientifically valid random process, and each employee shall have an equal chance of being tested each time selections are made.

3. Reasonable Suspicion Testing

- a. Employees may be tested for alcohol misuse at any time, without notice, when a trained supervisor has reasonable suspicion to believe the employee may be under the influence of alcohol or has violated the district's prohibitions against alcohol use.
- b. A determination that reasonable suspicion exists requiring an alcohol test shall be documented in writing and will be based upon

specific, articulable, contemporaneous observations of the appearance, behavior, speech, or body odors of the employee and happen during, just preceding, or just after work. The observations may include indications of the chronic and withdrawal effects of controlled substances.

C. Administration of the Alcohol Test

1. The procedure for the administration of any alcohol test will be determined by the district in accordance with the requirements of law.
2. The Superintendent or designee shall receive alcohol test results for the district.

IV. EMPLOYEE DRUG TESTING REQUIREMENTS

A. Prohibition

1. An employee may not report for work or remain at work when he/she uses any controlled drug including marijuana, whether or not prescribed. Use of controlled drugs by employees performing safety-sensitive duties is prohibited on or off duty.
2. An exception to this rule is made for an employee's use of a drug pursuant to the instruction of a physician. All employees are required to notify the Administrative Assistant of any therapeutic drug use and provide a written statement from the physician prescribing the drug.

B. Notice to Supervisor of Prescription Drug Use

1. Possession or use pursuant to a valid prescription from a physician who has informed the employee the substance will not adversely affect his/her ability to perform safety-sensitive duties is not a violation of this policy if:
 - a. The employee has presented a written statement from their physician to his/her direct supervisor, prior to beginning work, stating the name of the prescription drug, effects of the drug on the employee's behavior, length of time the employee will be using the prescription drug and has received permission from the supervisor to work notwithstanding the prescription;
 - b. The employee complies with any limitations imposed on the employee's work tasks by the supervisor because of using the prescription drug; and

- c. The employee's use does not exceed the prescribed dosages.
2. Should the employee fail to follow any of these requirements, the prescription drug exception to possession or use of controlled drugs is not applicable.

C. Required Tests: Drugs

Testing is limited to determine the presence of the five controlled drugs: marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

The following drug tests will be applicable to employees:

1. Pre-employment/Job Applicant Testing

- a. Drug testing shall be required of any applicant who has received a conditional offer of employment for a position with safety-sensitive duties.
- b. The district will not employ anyone who has a positive result from a drug test or who refuses to take the drug test.
- c. This requirement applies to new hires and persons transferring to a position with safety-sensitive duties.
- d. This exception does not apply to prescription marijuana. Use of marijuana, whether or not prescribed, is prohibited.

2. Post-accident Testing

- a. As soon as practicable following an accident, an employee will be tested for drugs if:
 - (1) the employee was performing a safety-sensitive duty with the vehicle involved in the accident resulting in the loss of human life; or
 - (2) the employee received a citation under state or local law for a moving traffic violation arising out of the accident.
- b. Employees shall make themselves readily available for testing, absent the need for immediate medical attention.

- c. The drug test must be administered as soon as possible after the accident, but in no case more than thirty-two hours after the accident. An employee who is seriously injured and cannot provide a specimen at the time of the accident is required to authorize the release of hospital documents that would indicate the presence of controlled substances.
- d. Tests conducted by federal, state or local officials will satisfy the requirement of post-accident testing if such test conforms to the applicable federal, state or local requirements, and the results of the test are obtained by the school district.

3. Random Testing

- a. Tests will be conducted on a random basis at unannounced times throughout the year.
- b. Tests for drugs shall be conducted just before, during or just after the performance of safety-sensitive duties.
- c. The number of random drug tests annually must equal the legally required percentage of employees subject to testing.
- d. Employees shall be selected for random testing by a scientifically valid random process, and each employee shall have an equal chance of being tested each time selections are made.

4. Reasonable Suspicion Testing

- a. Employees may be tested for drugs at any time without notice when a trained supervisor has reasonable suspicion to believe that the employee may be under the influence of drugs.
- b. A determination that reasonable suspicion exists to require a drug test will be documented in writing and based on facts including the specific, contemporaneous observations of the appearance, behavior, speech or body odors of the employee and happen during, just preceding, or just after work. The observations may include indications of the chronic and withdrawal effects of controlled drugs.

D. Administration of the Drug Test

1. One or more collection sites where an employee may provide urine specimens for testing will be designated by the district. If the first drug test on the urine sample reveals a positive sample result, the employee, within seventy-two hours of receipt of the results of the first test, may request a second test of the split specimen of the first urine sample.
2. Once a test is verified as positive, the employee must be removed from safety-sensitive duties. The results of the split test, if requested by the employee, do not need to be received before the employee is removed from safety-sensitive duties.
3. The employee may not again perform safety-sensitive duties until the result of the test of the split specimen has been received.
4. The Superintendent or designee shall receive drug test results for the district.

V. ENFORCEMENT

A. Refusal to Take Required Tests

Any employee who refuses to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up tests shall not perform or continue to perform safety-sensitive duties. The consequences for a refusal to take a test are the same as if the employee failed the test. A refusal to take a test includes:

1. the failure to provide adequate breath or urine for testing without a valid medical reason;
2. engaging in conduct that obstructs the testing process;
3. failure to sign a testing form; and
4. leaving the scene of an accident before post-accident testing is performed.

B. Discipline

Employees who test positive for alcohol or drugs or who refuse to take an alcohol or drug test required by this policy, shall be subject to disciplinary action as provided in the Negotiated Agreement governing employees who are required to have a CDL and/or as set forth in Board policy and Ohio law.

C. Evaluation and Treatment

1. An employee who violates district prohibitions related to alcohol and drug use shall receive from the district the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve alcohol and drug-related problems.
2. If an employee's employment with the district is not terminated, the employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the employee needs in resolving their substance abuse problem. A substance abuse professional may require the employee to undergo treatment before returning to perform safety-sensitive duties.
3. An employee identified as needing help in resolving an alcohol or drug problem shall be further evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

D. Return-To-Duty Tests

1. An alcohol or drug test shall be conducted when an employee who has violated the district's alcohol or drug prohibitions returns to performing safety-sensitive duties.
2. Employees whose conduct involved alcohol cannot return to safety-sensitive duties until the return-to-duty alcohol test produces a verified result of less than 0.02 alcohol concentration.
3. Employees whose conduct involved drugs cannot return to safety-sensitive duties until the return-to-duty drug test produces a verified negative result.

E. Follow-up Tests

1. An employee who violates the district's alcohol or drug prohibitions and is subsequently identified by a substance abuse professional as needing assistance in resolving an alcohol or drug problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law.
2. Follow-up alcohol testing shall be conducted just before, during or just after the time when the employee is performing safety-sensitive duties.

F. Costs

The district will pay all costs of alcohol and drug testing, assessment, evaluation, return-to-duty, and follow-up tests which are not covered by the district's medical insurance plan.

VI. RECORDS

1. Employee alcohol and drug test results and records shall be confidential and will be released only in accordance with law.
2. Upon written request, an employee can obtain copies of only records pertaining to his/her use of alcohol or drugs, including any records pertaining to his/her alcohol or drug tests.
3. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the employee.

VII. ALCOHOL MISUSE AND DRUG USE INFORMATION, TRAINING AND REFERRAL

- A. The requirements of the alcohol and drug prohibitions and testing requirements as contained in this policy will be made available to employees. This policy will be distributed to each employee performing safety-sensitive duties, and all such employees shall execute a Certificate of Receipt of this Alcohol and Drug Abuse Testing Policy.
- B. Written notice of the availability of this information will be provided to the collective bargaining representative of the employees covered by the policy.
- C. The designated person to answer questions about the alcohol misuse and drug use rules will be the Superintendent or designee.

STAFF GIFTS

It is the policy of the Board that:

- A. Employees should instruct students to express their feelings in other ways rather than gifts, such as written communications.
- B. However, employees may accept gifts of nominal value from students or parents if it is not in violation of this policy or state law.

Ohio law prohibits professional staff from engaging in the following ethically improper practices as pertains to accepting gifts in connection with their employment by the Board:

- A. Accepting or soliciting any form of compensation, either directly or indirectly, from a vendor or supplier of services to the Board, or from any other source except the Board, for performing any duties associated with their service to the Board;
- B. Having a definite and direct personal financial or fiduciary interest in a contract entered into by or for the benefit of the Board, unless such contract was awarded by the Board, after competitive bidding, to the lowest and most responsible bidder;
- C. Soliciting, accepting, or using their position with the Board to secure any form of compensation from a vendor or supplier of services that does business with the Board.

As used in this policy, "compensation" is defined as anything of tangible value that is given, directly or indirectly, to the professional staff member for his or her personal use. Examples of compensation include, but are not limited to, cash, checks, securities, or other forms of money; gifts, such as televisions, computers, or tickets; or free or discounted services, such as travel vouchers, coupons, etc. If an employee is given compensation from a vendor or supplier, the employee is required to notify the Treasurer, in writing, of his or her receipt of such compensation, and thereafter promptly transmit such compensation to the Treasurer. In no event shall the professional staff member keep such compensation, or in the case of money, deposit it into a personal account or otherwise commingle it with the professional staff member's own funds.

Harrison Hills City School District Computer Network and Internet Acceptable Use Policy

This document constitutes the School District’s Computer Network and Internet Acceptable Use Policy (“Policy”), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access (“Users”).

1. **Definitions.** For purposes of this Policy,
 - the term “Network” shall mean the District’s group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, iPads, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers and iPads are considered to be part of the “Network” and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
 - the term “Use” of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers, iPads, and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers, iPads, or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with a supervisor to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.

4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, school bus, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform their supervisor immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to their supervisor. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District computers, iPads, or other equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

- 9. Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.
- 10. District-Owned Equipment:** Desktop computers, laptops, iPads, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to their supervisor. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the supervisor. You may be held financially responsible for the expense of any equipment repair or replacement.
- 11. Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following
- **OFFENSIVE OR HARRASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
 - **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
 - **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or

interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

- **USE OF OUTSIDE SERVICES:** All e-mail, document storage, blogs or any and all other services must be provided by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited. Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the System Administrator, subject to an evaluation of student privacy.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Harrison Hills City Schools for the conduct of students and

employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

12. Specific Limits on Communication Over the District Network:

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- ***Personal E-mail:*** Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined in the sole discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.
- ***Electronic Signatures:*** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to supervisor.

- 13. System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.
- 14. No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
- 15. Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the supervisor or other person designated by the School District to receive this information.
- 16. Records Retention and Production:** Users must comply with all District directions regarding the retention and management of e-mail or documents. **Instant messaging or text messaging for District business is prohibited.** The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.
- 17. Active Restriction Measures:** The School, either by itself or in conjunction with the Site providing Internet access, will utilize filtering software or other technology protection measures to prevent all users from accessing visual depictions that are (a) obscene, as that term is defined in 18 U.S.C. §1460, or (b) child pornography, as that term is defined in 18 U.S.C. §2256; and to prevent students from accessing visual depictions that are harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technology means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors, as determined by the Board and/or Superintendent or designee.

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 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 U.S.C. §254(h)(7)), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in an patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The School District shall provide education to all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Web Sites: Web sites created through the Network and/or linked with the School District’s official web site must relate specifically to District-sanctioned activities, programs or events. [Such web sites must be created according to the District’s publication “*Guidelines for the Development and Maintenance of Web Sites and Web Pages.*”] Such web sites must be created according to District guidelines available from the I.T. Department. Web sites created using the Network or the School District’s equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of the Superintendent. The School District does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children’s Internet Protection Act of 2000, 47 USC § 254 (h), (l)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g
Protecting Children in the 21st Century Act, 15 U.S.C. §6551, et seq.

EMPLOYEE MEDICAL INFORMATION

The Board of Education recognizes the importance of preserving the confidentiality of medical information concerning employees. The Board treats medical information or records containing medical information as confidential and protected from disclosure unless specifically required by law.

Definitions

“Medical information” means information about the medical condition, history, diagnosis, prognosis, or treatment of an individual. Medical information specifically includes genetic information as defined in the Genetic Information Nondiscrimination Act (“GINA”) and its implementing regulations.

“Genetic information” means information about genetic tests of an individual or family members, an individual’s family medical history, a request for or receipt of genetic services, counseling or education by an individual or family members, and the genetic information of a fetus or embryo of an individual or family members.

Treatment of Medical Information

To fulfill its obligations under federal and state laws, the Board shall treat medical information as follows:

- A. Records containing medical information are not public records subject to disclosure under the Ohio Public Records Act.
- B. District records containing medical information of an employee or applicant shall be maintained as confidential medical records, separate and apart from employee or applicant personnel files, and protected from unauthorized disclosure through use of a locked file cabinet or similar protections.
- C. All requests from the district for medical information of an employee or employee’s family member shall include the following notice to the person from whom such information is requested:

“The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information’ as defined by GINA includes an

individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

This notice must accompany any request for medical information made pursuant to a request for sick leave, unpaid leave of absence, Family and Medical Leave Act (FMLA) leave, accommodation under the Americans with Disabilities Act (ADA), return to work certification, or for any other purpose other than a request for leave to care for a sick family member.

- D. The district shall not discriminate against an individual on the basis of the individual's genetic information.
- E. The district shall not request, require, or purchase genetic information of individuals or family members.
- F. District officials, administrators and supervisors shall not solicit, seek, or probe for genetic information from employees.
- G. The district shall not disclose any genetic information, unless acquired through sources that are commercially and publicly available, except in compliance with federal law.
- H. As part of a voluntary wellness program, the district may request genetic information from an individual only if:
 - 1. The individual completes a written authorization that describes the type of information obtained, the general purpose for which it will be used, and restrictions on disclosure;
 - 2. Individually identifiable information is provided only to the individual and the health care professionals who are providing services;
 - 3. Individually identifiable information is not accessible to anyone else in the workplace;
 - 4. Individually identifiable information is used only for purposes of the wellness program;

5. Individually identifiable information is not disclosed to the district except in aggregate terms that do not disclose the identity of specific individuals; and
6. any financial inducement offered for individuals to provide a health risk assessment includes language that makes clear that the provision of genetic information is not required and the inducement is available whether or not the questions requesting genetic information are answered. This language shall clearly indicate which questions are requesting genetic information and therefore do not have to be answered.

LEGAL REFS: Ohio Public Records Act, O.R.C. §149.43
 Family Medical Leave Act, 29 U.S.C. §2601 *et seq.*
 Americans with Disabilities Act, 42 U.S.C. §12112
 Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff *et seq.*; 29
 C.F.R. Part 1635.

WIRELESS COMMUNICATION DEVICES (“Bring Your Own Technology”)

1. General Statement of Policy

Students are permitted to use personally-owned wireless communication devices (WCDs) as part of the educational experience, subject to the provisions of this policy and the Computer Network and Internet Acceptable Use Policy (“the AUP”). [Policy 3.13] Using a WCD on school property is a privilege, not a right, and may be revoked at any time.

2. Definition of “Wireless Communication Device”

A "wireless communication device" is an electronic device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/smartphones, Wi-Fi-enabled or broadband access devices, two-way radios, video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real-time or delayed basis, sound, video or still images, text, or any other information. This definition does not include still or video cameras which have no communication capabilities. The District reserves the right, in its sole discretion, to determine which types of devices it will allow students to use pursuant to this policy. Such determinations are subject to change.

3. Rules and Restrictions on Use

a. Time, Place, and Network Restrictions

Students may use WCDs before and after school or during their lunch break as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. WCDs may be used during participation in after-school activities at the discretion of the sponsor or coach, and at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited unless being used as part of a classroom activity. When being used as part of an instructional activity, a WCD must utilize the District’s filtered wireless network and not any other wi-fi or telecommunications network that the device may be capable of accessing.

The use of WCDs in the locker rooms, and/or bathrooms is prohibited unless specifically approved by a District Official.

b. Powering Off of Devices

The general rule is that WCDs must be powered off whenever use is prohibited by this policy, or whenever so directed by a teacher, administrator, coach, or activity sponsor.

“Powering off” means that the WCD shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be completely powered off will not apply in the following circumstances when the student obtains prior approval from the building administrator:

- i. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- ii. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- iii. The student is using the WCD for an educational or instructional purpose with the permission and supervision of a teacher, coach and/or administrator (“District Official”).
- iv. Other unusual circumstances that the building administrator deems sufficient.

c. No Unauthorized Pictures or Recordings

Students are prohibited from using WCDs to capture, record, or transmit audio or video recordings of any student, staff member, or other person in the School or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images obtained 1) from the subject of the audio and/or images; or 2) a District Official.

d. Special Restrictions During Testing Periods

During weeks when State-mandated tests are being administered, students may be prohibited from bringing WCDs to school or may be required to keep WCDs in lockers or cars, as determined by the building administrator. During these periods, use of WCDs during the school day is prohibited.

e. Other Improper Uses

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. [See Policy 10.04 – Harassment, Intimidation, and Bullying.]

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

4. WCDs Using School Network Subject to Search

No expectation of confidentiality will exist in the use of WCDs on school premises/property. Further, there is no expectation of privacy in anything that passes through the District's Network and/or the Internet. The District reserves the right to copy, maintain, store and review any such information.

5. Penalties

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may also result in disciplinary action pursuant to the District's Student Conduct and Disciplinary Procedures, [Policy 6.20] and the Student Code of Conduct [Policy 6.21] and/or confiscation of the WCD. The building administrator may also refer the matter to law enforcement if the violation appears to involve illegal activity.

Any WCD used in a manner that violates this policy may be confiscated, even if the WCD does not belong to the student who actually commits the violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian at the end of the school day. Any WCD confiscated by District staff will be held in a secure location in the building office until it is retrieved by the parent/guardian.

6. District Not Responsible for Loss, Damage, or Maintenance

Students bring WCDs to school at their own risk and students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto school property, or the unauthorized use of such devices. District personnel are not responsible for the repair or maintenance of personally-owned WCDs. Students are responsible to ensure the batteries on their WCDs are fully charged when they come to school. The District is not responsible to supply the facilities, connections, or electricity required to recharge WCDs, or to provide any type of software or technical support for student-owned WCDs.

LEGAL REFS: O.R.C. §3313.20

Revised: February 25, 2014

BOARD OF EDUCATION
POLICIES

CHAPTER IV
INSTRUCTIONAL PERSONNEL

**PROFESSIONAL STAFF POSITIONS,
RECRUITING, AND EMPLOYMENT**

All professional staff positions are created only with the approval of the Board of Education. It is the Board's intent to have a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the Superintendent of Schools will present for the Board's approval, a job description for the position which specifies the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The search for professional staff will take into consideration the characteristics of the community and the school district as well as the need for staff members from various backgrounds and with differing levels of experience.

Professional staff members may be employed, however, such employment shall be contingent on Board approval. Such employment shall only commence prior to Board approval if the Superintendent determines that employment of the teacher is in the District's educational interest. However, the teacher's employment shall be recommended to the Board at the next meeting.

The Superintendent shall:

- A. Recommend candidates who, in his/her judgment and in compliance with all state and federal laws and Board policies, are best qualified to perform the duties of the position they may fill.
- B. Interview candidates or designate an administrator or supervisor to interview candidates before they are recommended to the Board for employment. Additionally, the Superintendent or designee shall contact any references supplied by the applicant. If the applicant had been employed in another public school prior to applying for the position, the Superintendent/designee shall request all of the public records from the previous employer relating to the applicant. If time permits, the records are to be reviewed before recommending the applicant for employment.
- C. Run a criminal background check on the recommended candidate. Checks on other candidates may be made at the discretion of the Superintendent or his/her designee. In either case, prior notification shall be made.

Certificates/Licenses and Transcripts

Each teacher shall file in the office of the Treasurer a legal educator license to teach the subjects or grades taught, with the dates of its validity, and official transcripts covering all college credits earned to date, as well as any other reports required by the State Board of Education or the Superintendent of Schools.

Responsibility for compliance with this policy rests with the teacher, and no salary payments shall be made prior to the filing of the above documents.

EMPLOYMENT OF SUBSTITUTE TEACHING STAFF

The Superintendent of the Schools shall maintain a list of qualified substitute teachers who may be called upon to replace regular teachers who may be absent. Such a list shall be provided to the principal of each school.

Insofar as possible, principals or designees will call on teachers on the substitute list for the subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the Schools. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. Substitute teachers should familiarize themselves with the main requirements of the course of study. If the substitute remains for a short period, it is better to improve understanding of processes already presented rather than to start a new one.

The Superintendent shall have full authority to assign substitute teachers to their areas of certification and competence.

A substitute employed on a day-to-day basis shall be entitled only to the wages approved by the Board on a per diem basis and to no other benefits.

Unless the procedure has already been performed by another entity, the Superintendent shall conduct a criminal records check, in accordance with Ohio law, on a candidate for employment as a substitute teacher.

STUDENT TEACHER POLICY

Goals of Student Teaching Experience

- A. To provide for a concentrated period of growth in professional and personal attributes, understandings, and skills of the teacher;
- B. To assist a student to discover if teaching is what he/she really wants to do and actually can do; and
- C. To permit a student to demonstrate whether his/her ability and potential warrant recommendation for a teaching certificate.

General Characteristics

The potential cooperating teacher:

- A. Must desire to cooperate with a student teacher.
- B. Must have at least three (3) years teaching experience and hold a provisional (standard) or higher grade teaching certificate.
- C. Should not have more than one (1) student teacher during any one (1) academic school year. (All exceptions must be approved by the building principal and the Director of Instruction.)
- D. Should feel secure while sharing authority for the class with the student teacher.
- E. Should demonstrate enthusiasm for teaching.
- F. Should be able to organize the classroom routine and activities so the transition to the student teacher is facilitated without interruption to the learning process.
- G. Should demonstrate a professional attitude and practice ethical principles of teaching and scholarship.

Cognitive Characteristics

The inservice teacher that functions as a cooperating teacher should demonstrate strong cognitive abilities and professional growth in their:

- A. Academic discipline(s);

- B. Currentness in the discipline(s);
- C. Currentness of teaching methods in the academic field(s); and
- D. Willingness to innovate and experiment in the discipline(s) and methods.

Affective Characteristics

The identified cooperating teacher should possess strong affective qualities. This teacher should:

- A. Be able to establish good rapport with students, parents, and professionals in teaching.
- B. Display a flexible personality.
- C. Be willing to accept others as they are.
- D. Be able to accept criticism and criticize constructively.
- E. Be willing to permit the student teacher to innovate and experiment with new and/or different procedures.

Student Teacher Placement Procedure

- A. Application for student teaching must be sent to the Superintendent or designee.
- B. Prospective student teachers will be notified when their application for student teaching is received in the office of the Superintendent or designee. Each prospective student teacher will be asked to arrange for an interview with the building principal where the assignment is requested. It is the responsibility of the applicant to call the building principal and arrange for the interview.
- C. After the interview the college or university will be notified of the acceptance/rejection of the assignment.

Compensation

No district employee shall accept compensation from a public or private college or university for (1) serving as a classroom mentor for a student teacher; (2) hosting a college or university student who is doing required field experience; or (3) administering this district's student teacher program.

EVALUATION OF SCHOOL COUNSELORS

The Board of Education adopts this standards-based school counselor evaluation policy, which conforms with the framework for the evaluation of school counselors developed under O.R.C. §3319.113. In the event of any conflict between the procedure set forth in this policy and O.R.C. §3319.113, the provisions of O.R.C. §3319.113 shall apply as if incorporated into this policy.

This policy shall become operative at the expiration of any collective bargaining agreement covering school counselors employed by the Board that is in effect on September 29, 2015 and shall be included in any renewal or extension of such an agreement. If the Board's school counselors are not covered by a collective bargaining agreement, this policy shall be implemented beginning in the 2016-2017 school year.

- A. The Board shall use the standards and criteria set forth in the "Ohio Standards for School Counselors," developed by the Ohio Department of Education, to distinguish between the following levels of performance for school counselors for purposes of assigning ratings on the evaluations conducted pursuant to this policy and O.R.C. §3319.113:
 - 1. Accomplished;
 - 2. Skilled;
 - 3. Developing;
 - 4. Ineffective.
- B. Only individuals who have completed Ohio School Counselor Evaluation System training are permitted to evaluate a school counselor in accordance with this policy.
- C. Each school counselor will be provided with a copy of a written report of the results of his/her evaluation.
- D. Beginning with the 2017-2018 school year, a school counselor's evaluation results will be considered by the Board in making retention and promotion decisions, and for the removal of poorly performing school counselors.
- E. The Board shall provide for professional development to accelerate and continue school counselor growth and provide support to poorly performing school counselors.
- F. School counselor evaluations shall occur annually, except as otherwise appropriate for a school counselor who received a final summative rating of accomplished or skilled on his/her most recent evaluation. The annual evaluation process will consist of two (2) formal observations of thirty (30) minutes each and informal observations.

- G. The Board may evaluate each school counselor who received a final summative rating of accomplished on his/her most recent evaluation once every three (3) school years, so long as the metric of student outcomes, for the most recent school year for which data is available, is skilled or higher on the evaluation rubric. Such counselors will develop their own professional growth plan.
- H. The board may evaluate each school counselor who received a final summative rating of skilled on the most recent evaluation once every two (2) school years, so long as the metric of student outcomes, for the most recent school year for which data is available, is skilled or higher on the evaluation rubric. Such counselors will develop a professional growth plan collaboratively with their evaluator.
- I. During the years in which a school counselor who received a final summative rating of accomplished or skilled on his/her most recent evaluation is not fully evaluated, the Board shall conduct at least one (1) observation and one (1) conference with the school counselor.
- J. School counselors with a final summative rating of developing or ineffective on their most recent evaluation will develop a professional growth plan with their evaluator. For the professional growth plan to be implemented, such plan must receive the approval of the Superintendent.
- K. A school counselor may be placed on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.
- L. A school counselor shall receive a full evaluation during the first year that he/she is employed or re-employed by the Board, regardless of whether he/she received a final summative rating of accomplished or skilled on his/her most recent evaluation.

The District shall annually submit a report to the ODE, in a form and manner prescribed by the ODE, regarding its implementation of counselor evaluations in accordance with this policy.

LEGAL REFS: O.R.C. §3319.113

Adopted: November 17, 2016

BOARD OF EDUCATION
POLICIES

CHAPTER V

CLASSIFIED PERSONNEL

EMPLOYMENT OF CLASSIFIED PERSONNEL

Before any new position is established, the Superintendent of Schools will present for the Board's approval, a job description for the position which specified the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

Recruitment and selection of classified personnel shall be actively carried out by the Superintendent or designee. The Superintendent shall post notices of job openings and select from among all qualified applicants as appropriate. In addition, other available channels of communication may be used. Candidates should be considered among other things, based on the characteristics of the community and the school district.

Classified employees may be employed prior to approval by the Board. However, such employment shall be contingent on Board approval. Such employment shall only commence prior to Board approval if the Superintendent determines it is in the best interest of the District. However, the employee's employment shall be recommended to the Board at the next meeting.

The Superintendent shall recommend candidates who, in his/her judgment and in compliance with all state and federal laws and Board policies, are best qualified to perform the duties of the position they will fill.

Candidates must be interviewed by the Superintendent or designee before they are recommended to the Board for employment. Additionally, the Superintendent or designee shall contact any references supplied by the applicant. If the applicant had been employed in another public school prior to applying for the position, the Superintendent/designee shall request all of the public records from the previous employer relating to the applicant. If time permits, the records are to be reviewed before recommending the applicant for employment.

The Superintendent (or his/her designee) shall run a criminal background check on each candidate recommended for employment. Checks on other candidates may be made at the discretion of the Superintendent, or his/her designee. In either case, prior notification shall be made.

EMPLOYMENT OF SUBSTITUTES

Substitutes may be employed on a casual or day-to-day basis to take the place of regular personnel who must be absent from duty.

Classified substitutes will be paid on a per diem basis at a rate set by the Board.

The Superintendent or designee shall conduct a criminal records check on each substitute to be employed in accordance with Ohio law.

EVALUATION OF CLASSIFIED PERSONNEL
(NON-UNION)

Regular evaluation of all non-union support staff is intended to bring about improved services, to provide a continuing record of the service of each employee, and to provide evidence on which to base decisions on assignment and re-employment.

- A. All employees will have at least one evaluation per year. It is recommended that first year employees be evaluated at least twice in the first year. If two evaluations are given, the first shall take place within two months of the first day of work for the employee. Additional evaluations could be made if deemed necessary.
- B. The evaluation will be conducted by the employee's supervisor or Superintendent's designee.
- C. The employee and evaluator will confer following each evaluation.
- D. The employee will sign the evaluation form indicating that the procedure has been followed and that a conference has been conducted. Signature on the form does not necessarily indicate approval.
- E. If the employee disagrees with any part of the conference, he/she may attach a response to the evaluation.
- F. A copy of all evaluations will be forwarded to the Superintendent. A copy of the evaluation shall become part of the employee's personnel record. One copy will be given to the employee.

While the results of the evaluation shall be reviewed when determining employee assignment, re-employment and other employment matters, the establishment of an evaluation procedure and/or results of the evaluation or failure to follow this evaluation procedure shall not create an expectancy of continued employment.

SUPPORT STAFF HOURS AND OVERTIME
(NON-UNION)

This policy shall apply only to those Board of Education employees who are not represented by a collective bargaining unit.

- A. Hours worked shall be determined according to the Fair Labor Standards Act. Hours for which an employee is compensated for any type of leave, but during which he/she does not actually work, shall not be computed as “worked hours” for the purposes of determining overtime eligibility.
- B. Only work performed during an employee’s regularly scheduled work day, and those that are approved in advance by the employee’s supervisor shall be considered paid time. Prior authorization to work overtime or in addition to the employee’s normal hours must be in writing.
- C. In most circumstances, overtime shall be compensated at 1.5 times the employee’s regular rate of pay. However, individuals who work more than forty hours during any work week may be awarded compensatory time off up to a maximum of 240 hours. Comp time will be awarded at the rate of time and a half for each hour of overtime worked. If the employee requests comp time in lieu of pay for overtime, the decision to grant or deny the request shall rest with the Superintendent or designee. If comp time is offered by the Superintendent or designee, the employee may refuse time off and instead be compensated at 1.5 times their regular rate of pay.
 - 1. Efforts will be made to permit the use of comp time at the time mutually agreed upon by the individual and his/her supervisor; however, where the individual’s absence would unduly disrupt the district’s operations, the district retains the right to postpone comp time usage.
 - 2. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at a rate of compensation not less than:
 - a. The average regular rate received by the employee during the last three years of his/her employment; or
 - b. The final regular rate received by the employee, whichever is higher.
- D. Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

- E. The Board shall provide a reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child's birth each time such employee has need to express the milk. The Board shall provide such employees a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Such employees, if they are paid at an hourly rate, shall not be compensated for using break time pursuant to this paragraph.

VACATION USAGE
(NON-UNION)

Vacation will be based on whichever is most beneficial to non-union employees:

Method 1:

1. Full time employees are entitled to paid vacation in accordance with O.R.C. §3319.084 as follows:
 - A. After service of one year with the Board – two calendar weeks pay, excluding legal holidays.
 - B. At ten or more years of service with the Board – three calendar weeks pay, excluding legal holidays.
 - C. At twenty or more years of service with the Board – four calendar weeks, excluding legal holidays.
2. A full time employee is a person who is in service for not less than eleven months in each calendar year.

OR

Method 2:

Entitlement of paid vacation will be given based on the negotiated agreement with non-union employees.

Requesting use of time:

Employees must submit their request for vacation leave to their immediate supervisor at least one week in advance. Permission to use vacation leave will be determined based on the best interests of the district.

LEGAL REFS: O.R.C. §3319.084

BOARD OF EDUCATION

POLICIES

CHAPTER VI

PUPIL PERSONNEL

COMPULSORY SCHOOL ATTENDANCE

A child between six (6) and eighteen (18) years of age is "of compulsory school age" for the purpose of O.R.C. §§3321.01 to 3321.13, inclusive. A child under age six (6) who has been enrolled in kindergarten also shall be considered "of compulsory school age" unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten. All children of compulsory school age whose parents, as defined in O.R.C. §3321.01, reside in the Harrison Hills City School District shall be compelled to attend the schools of this district or another school that conforms to the minimum standards prescribed by the State Board of Education, or otherwise be instructed in accordance with law until one (1) of the following occurs:

- A. The child receives a diploma granted by the Board of Education or other governing authority, successfully completes the curriculum of any high school, or successfully completes the individualized education program (IEP) developed for him/her by any high school pursuant to O.R.C. §3323.08.
- B. The child receives an age and schooling certificate as provided in O.R.C. §3331.01.
- C. The child is excused from school under standards adopted by the State Board of Education or if in need of special education, the child is excused from such programs, pursuant to O.R.C. §3321.04.

STUDENT ATTENDANCE/TUITION/ENROLLMENT CHECKLIST

I. Determining the Parent of the Student:

- Mother (if child born out of wedlock unless there is court order to the contrary).
- Either natural parent (if parents not separated or divorced).
- Residential/custodial parent (if parents are separated or divorced or marriage has dissolved or annulled).
 - School has been provided copy of court order granting or modifying custody.
 - School has been provided copy of any modification to court order granting or modifying custody.
- Parent with residual parental rights, privileges and responsibilities (if child in legal custody of government agency or person other than natural or adoptive parent).
 - School has been provided copy of court order granting or modifying custody.
- Parent divested of parental rights, privileges, and responsibilities (if child in permanent custody of government agency or person other than natural or adoptive parent).
 - School has been provided copy of court order granting or modifying custody.
- Grandparent (where child subject of power of attorney or caretaker authorization affidavit).
 - School has been provided copy of power of attorney or caretaker authorization affidavit.

II. Determining Residence:

- Does child reside with parent in school district?
 - Maintain a residence in school district.

- Eat, sleep, work, relax, play, or other important family activities.
- Receive mail.
- Registered to vote.
- Other evidence of residency.

III. Required Enrollment:

- Child not under suspension or expulsion from another school district.
- Child is at least 5 but under 22 (or preschool child with a disability) and parent resides in the school district.
- Child resides in school district (other than district in which parent resides).
 - Child is in legal or permanent custody of government agency or person other than natural or adoptive parent
 - Child resides in a home.
 - Child requires special education.
- Child residing with resident of Ohio with whom he/she has been placed for adoption.
 - Placement for adoption has not been terminated.
 - Another school district is not required to admit the child.
- Person is at least 18 but under 22, lives apart from parents, supports himself/herself by own labor, and not successfully completed high school curriculum or IEP.
 - Has job.
 - Pays rent/bills.
 - Other evidence that he/she is self-supporting.
- Child under 18 who is married.

- Child entitled to attend school in district in which either parent is employed if child has medical condition that may require emergency medical treatment.
 - Parent has submitted statement from child’s physician certifying that child’s medical condition may require emergency medical attention.
 - Parent has submitted such other supporting evidence as required by the Board.
- Child residing with person other than parent is entitled (for period not to exceed 12 months) to attend district in which that person resides if parent filed affidavit with Superintendent stating the following:
 - Parent is serving outside state in U.S. armed services.
 - Parent intends to reside in district upon returning to state.
 - Name and address of person with whom child is living.
- Child under 22 residing with a person other than his/her parent.
 - Person has been appointed as parent’s agent for care, custody, and control of child through a military power of attorney or comparable document while parent is on active duty or duty assignment in U.S. armed forces.
 - The military power of attorney or document includes at least the authority to enroll the child in school.
 - Applies until end of school year in which military power of attorney or comparable document expires.
- Child under 22 who resides with parent who is having new house built in district is entitled to attend school (for a period of time not to exceed 90 days), provided parent provides Superintendent with the following:
 - Sworn statement explaining the situation, revealing location of the house being built, and stating intention to reside there upon completion.

- Statement from builder confirming that new house is being built for the parent at the location indicated in the parent's statement.
- Formal release by board of district where parent resides and approval of OHSAA required for participation in interscholastic athletics.
- Child under 22 who resides with parent who has contract to purchase house in district is entitled to attend school (for a period of time not to exceed 90 days), provided parent provides Superintendent with the following:
 - Sworn statement explaining the situation, revealing location of the house being purchased, and stating intention to reside there.
 - Statement from real estate broker or bank officer confirming that parent has contract to purchase house, parent is waiting on date of closing of mortgage loan, and house is at the location indicated in the parent's statement.
 - Formal release by board of district where parent resides and approval of OHSAA required for participation in interscholastic athletics.
- Child is with his/her parent under care of shelter for victims of domestic violence.
 - Enrollment may not be denied due to delay in receipt of school records or records required for enrollment.
- Child is homeless under the "McKinney-Vento Homeless Assistance Act."
 - Child has lost permanent housing and is homeless.
 - Homeless child changes temporary living arrangements.
 - Option to attend school of origin or district in which shelter where child resides is located.
- Grandparent presents valid power of attorney.
- Grandparent presents valid caretaker authorization affidavit.

IV. Permissible Enrollment:

- Board may enroll a child free of tuition (for a period not to exceed 60 days).
 - Sworn statement of an adult resident that he/she has initiated legal proceedings for custody of child.
- Child under 22 who after death of parent resides in school district other than district in which child attended at time of parent's death.
 - Board approval to attend for remainder of school year.
- Child whose parent is full-time employee of school district.
 - Board establishes policy by resolution or in collective bargaining agreement.
 - Policy takes effect on first day of school year.
 - Policy uniformly applied to all children.
 - Policy provides for admission of all such children upon request of parent.
 - No child may be admitted after first day of classes of any school year.
- Child under 22 whose parent has moved out of district after start of child's senior year of high school.
 - Board approval to attend for remainder of school year and for one additional semester or equivalent term.
 - Board may adopt policy specifying extenuating circumstances under which student may continue to attend school for an additional period of time in order to successfully complete high school curriculum contained in IEP.
- Child under 22 who is in custody of parent but resides with grandparent.
 - Child does not require special education.

- Prior to such attendance, boards of education of districts where grandparent and parent reside enter into agreement specifying that good cause exists for the attendance, describing nature of this good cause, and consenting to the attendance.
- Child under 22 is entitled to attend school in school district other than district in which he/she is otherwise entitled to attend.
 - Prior to such attendance, the superintendent of district in which child is entitled to attend school contacts superintendent of other district.
 - Superintendents of both districts enter into written agreement consenting to the attendance and specifying that purpose is to protect student's physical or mental well-being or to deal with other appropriate extenuating circumstances.
 - Child shall be allowed to participate in all student activities, including interscholastic athletics.
- Board after approving admission may waive tuition for students temporarily residing in the district.
 - Residents or domiciliaries of foreign nation who request admission as foreign exchange students.
 - Residents or domiciliaries of U.S. but not Ohio who request admission as participants in an exchange program operated by a student exchange organization.
- Child under 22 if parents relocate to a new address outside the district but within the same county after the first full week of October may continue to attend for remainder of school year.
 - Boards of district in which child was entitled to attend school at the end of the first full week of October and district in which parent has relocated have policy allowing enrollment.
 - Parent provides written notification of the relocation to the superintendent of the two school districts.

- Transportation services provided according to agreement between the districts or in the same manner as interdistrict open enrollment students.
- Enrollment pursuant to open enrollment policy.
- Enrollment on tuition basis.

V. Enrollment Procedures:

- A certified copy of any order or decree, or modification of such an order or decree allocating parental rights and responsibilities and designating a residential parent and legal custodian of the child.
- A copy of the student's birth certificate or a comparable certificate issued by another state, territory, possession, or nation.
 - A passport or attested transcript filed with a registrar of passports at a point of entry of the U.S. showing the date and place of birth of the child;
 - An attested transcript of the certificate of birth;
 - An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
 - An attested transcript of a hospital record showing the date and place of birth of the child; or
 - Birth affidavit.
- A power of attorney or caretaker authorization affidavit.
- Copies of those records pertaining to the student maintained by the school that he/she most recently attended.
- Within 24 hours of the student's entry into school, the principal or designee shall request the student's official records from the school he/she most recently attended.
 - If the sending school, upon contact, indicates that it has no record of the student or after fourteen (14) days no records are received, or if the student does not present a birth certificate or

other document, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of that fact and of the possibility that the student may be a missing child.

- Written evidence satisfactory to the district that the pupil has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, mumps, rubeola, rubella, hepatitis B, and chicken pox.
 - No pupil at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days if such evidence is not presented.
 - Student in the process of being immunized.
 - Student who had natural rubeola, mumps, or chicken pox and presents a signed statement from parent, guardian or physician to that effect, is not required to be immunized against rubeola, mumps, or chicken pox.
 - Student who presents a written statement of parent or guardian in which the parent or guardian objects to the immunization for reasons of conscience, including religious convictions, is not required to be immunized.
 - Student whose physician certifies in writing that such immunization against any of the diseases is medically contraindicated is not required to be immunized against the disease.
- Emergency medical authorization form.

VI. Tuition:

- If district admits child whose parent resides in the district, no tuition may be charged.
- If district admits child who is in legal or permanent custody of government agency or person other than child's parent, resides in a home, or requires special education.
 - If child receives special education, school district of parent's residence pays tuition and excess costs.

- If child is in custody of government agency or person other than child's parent.
 - District in which child's parent resided at time court removed child from home or vested custody in the person or government agency, whichever occurred first.
 - If parent's residence unknown, district in which child resided at time child was removed from home or placed in custody.
 - If school district cannot be established, district determined by court at time it vested custody of child in person or government agency.
- If child is not in custody of person or government agency other than parent, and child resides in a home.
 - School district in which child's parent resides.
 - If child's parent not a resident of the state, the home.
- Nonresident child admitted on tuition basis.
 - Parent or guardian.

**ACADEMIC ACCELERATION, EARLY ENTRANCE
TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION**

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so.

The Harrison Hills City School District Board of Education believes that such students often require access to advanced curriculum in order to realize their potential contribution to themselves and society.

All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Harrison Hills City School District Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers.

This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers, and granted early graduation from high school.

No child shall be admitted to kindergarten or first grade unless the child is five or six years of age, respectively, by the first day of August of the year of admittance, unless the child has been recommended for early admittance in accordance with this policy. Pursuant to O.R.C. §3301.60, children of military families who transfer from a public school district in another state (the “sending state”) shall be enrolled in the grade level commensurate with their grade level in the prior district regardless of age. However, a student who has satisfactorily completed the prerequisite grade level in the public school district in another state shall be eligible for enrollment in the next highest grade, regardless of age.

Early Entrance to Kindergarten or First Grade

A child who does not meet the age requirement for admittance to kindergarten or first grade shall be evaluated for early admittance upon referral by the child’s parent or guardian, an educator employed by the district, a preschool educator who knows the child, or a pediatrician or psychologist who knows the child.

Referrals and Evaluation

- A. Any student residing in the district may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or a parent or legal guardian of the student to the principal of his or her school for evaluation for possible accelerated placement. A student may refer himself or herself or a peer through a district staff member who has knowledge of the referred child's abilities.
- B. Copies of this policy and referral forms for evaluation for possible early entrance, whole-grade acceleration, individual subject acceleration, and early high school graduation shall be made available to district staff and parents at each school building. The principal of each school building (or his or her designee) shall solicit referrals of students for evaluation for possible accelerated placement annually, and ensure that all staff he or she supervises are aware of procedures for referring students for evaluation for possible accelerated placement.
- C. The principal (or his or her designee) of the referred student's school shall obtain written permission from the student's parent(s) or legal guardian(s) to evaluate the student for possible accelerated placement. The district shall evaluate all students who are referred for evaluation and whose parent(s) or legal guardian(s) have granted permission to evaluate the student for possible accelerated placement.
- D. Children who are referred for evaluation for possible accelerated placement sixty or more days prior to the start of the school year shall be evaluated in advance of the start of the school year so that the child may be placed in the accelerated placement on the first day of school. Children who are referred for possible accelerated placement sixty or more days prior to the start of the second semester shall be evaluated for possible accelerated placement at the start of the second semester. In all other cases, evaluations of a referred child shall be scheduled at the student's principal's discretion and placed in the accelerated setting(s) at the time recommended by the acceleration evaluation committee – if the committee determines the child should be accelerated. Pursuant to O.R.C. §3321.01, children who do not meet the age requirement for admittance to kindergarten or first grade shall also be evaluated for possible early admittance if referred by the child's parent or guardian, an educator within the district, a pre-school educator who knows the child, or a pediatrician or psychologist who knows the child.
- E. A parent or legal guardian of the evaluated student shall be notified in writing of the outcome of the evaluation process within forty-five days of the submission of the referral to the referred student's principal. This notification shall include instructions for appealing the outcome of the evaluation process.
- F. A parent or legal guardian of the referred student may appeal in writing the decision of the evaluation committee to the local Superintendent within thirty days of being notified

of the committee's decision. The Superintendent shall review the appeal and notify the parent or legal guardian who filed the appeal of his or her final decision within thirty days of receiving the appeal. The Superintendent's decision shall be final. However, the student may be referred and evaluated again at the next available opportunity if he or she is again referred for evaluation by an individual eligible to make referrals as described in this policy.

Acceleration Evaluation Committee

A. Composition

1. The referred student's principal (or his or her designee) shall convene an evaluation committee to determine the most appropriate available learning environment for the referred student. This committee shall be comprised of the following:
 - (a) A principal or assistant principal from the child's current school;
 - (b) A current teacher of the referred student (with the exception of students referred for possible early admission to kindergarten);
 - (c) A teacher at the grade level to which the student may be accelerated (with the exception of students referred for possible early graduation from high school);
 - (d) A parent or legal guardian of the referred student or a representative designated by a parent or legal guardian of the referred student; and
 - (e) A gifted education coordinator or gifted intervention specialist. If a gifted coordinator or gifted intervention specialist is not available in the district, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted.
2. The acceleration evaluation committee shall be charged with the following responsibilities:
 - (a) The acceleration evaluation committee shall conduct a fair and thorough evaluation of the student.
 - (i) Students considered for whole-grade acceleration and early entrance to kindergarten shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education. The committee shall consider the student's own thoughts on possible accelerated placement in its deliberations.

- (ii) Students considered for individual subject acceleration shall be evaluated using a variety of data sources, including measures of achievement based on state academic content standards (in subjects for which the state has approved content standards) and consideration of the student's maturity and desire for accelerated placement. The committee shall consider the student's own thoughts on possible accelerated placement in its deliberations.
 - (iii) Students referred for possible early high school graduation shall be evaluated based on past academic performance, measures of achievement based on state academic content standards, and successful completion of state mandated graduation requirements. The committee shall consider the student's own thoughts on possible accelerated placement in its deliberations.
- (b) The acceleration evaluation committee shall issue a written decision to the principal and the student's parent or legal guardian based on the outcome of the evaluation process. If a consensus recommendation cannot be reached by the committee, a decision regarding whether or not to accelerate the student will be determined by a majority vote of the committee membership.
- (c) The acceleration evaluation committee shall develop a written acceleration plan for students who will be admitted early to kindergarten, whole-grade accelerated, or accelerated in one or more individual subject areas. The parent(s) or legal guardian(s) of the student shall be provided with a copy of the written acceleration plan. The written acceleration plan shall specify:
 - (i) Placement of the student in an accelerated setting;
 - (ii) Strategies to support a successful transition to the accelerated setting;
 - (iii) Requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
 - (iv) An appropriate transition period for accelerated placement for early entrants to kindergarten, grade-level accelerated students, and students accelerated in individual content areas.
- (d) For students the acceleration evaluation committee recommends for early high school graduation, the committee shall develop a written acceleration

plan designed to allow the student to complete graduation requirements on an accelerated basis. This may include the provision of educational options in accordance with O.A.C. 3301-35-06(G), waiving district prerequisite requirements for enrolling in advanced courses, waiving district graduation requirements that exceed those required by the state, and early promotion to sophomore (or higher) status to allow the student to take the Ohio Graduation Test.

- (e) The acceleration evaluation committee shall designate a school staff member to ensure successful implementation of the written acceleration plan and to monitor the adjustment of the student to the accelerated setting.

Accelerated Placement

- A. The acceleration evaluation committee shall specify an appropriate transition period for accelerated placement for early entrants to kindergarten, grade-level accelerated students, and students accelerated in individual subject areas.
 - 1. At any time during the transition period, a parent or legal guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases, the principal shall remove the student without repercussions from the accelerated placement.
 - 2. At any time during the transition period, a parent or legal guardian of the student may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration committee to consider other accelerative options and issue a decision within thirty days of receiving the request from the parent or legal guardian. If the student will be placed in an accelerated setting different from that initially recommended by the acceleration evaluation committee, the student's written acceleration plan shall be revised accordingly, and a new transition period shall be specified.
- B. At the end of the transition period, the accelerated placement shall become permanent. The student's records shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

LEGAL REFS: O.R.C. §§3301.60; 3321.01; 3324.10

Revised: February 25, 2014

Student Name: _____ **Homeroom:** _____

Date:

Accelerated Packet Checklist

_____ Acceleration Referral Form Received (*45 days to notify parents of results*)

_____ Permission to Evaluate Form received

Data Gathering for IAS: (*The following items will be collected as deemed necessary as per the type of acceleration requested,*)

_____ *Committee Meetings (first few weeks)*

_____ 4 Week Committee Meeting (progress meeting- continue, cease, or alternate plan)

_____ 8 Week Committee Meeting (final decision- permanent placement, no placement, or alternate plan)

_____ Grades (Current and past,) copy enclosed

_____ State Mandated Testing. Copy of results enclosed

_____ Achievement/Ability Results, copy enclosed

_____ Checklists/Interviews

_____ Acceleration Scale Rubric

_____ Academic, Ability, Aptitude, and Achievement

_____ School and Academic Fact

_____ Developmental Factors

_____ Interpersonal Skills

_____ Attitude and Support

_____ Additional Assessments

_____ Acceleration Committee Decision Letter
(*Within 45 days of receiving referral*)

_____ Yes _____ No

_____ Permission to Participate in Transition

_____ Yes _____ No

_____ Transition Period (Up to 9 weeks)

_____ Principal/ Teacher(s) informal

___ Acceleration Committee Final Decision Letter

___ Yes (*WAP) ___ No

___ Permission to Participate in Acceleration

___ Yes ___ No

___ Appeal (*Within 30 days of receiving Decision Letter*)

___ Superintendent's Appeal Response Form
(*within 30 days of receiving appeal*)

___ Special request during process (*list*)

* WAP = Written Acceleration Plan

Acceleration Referral Form

Child _____ School _____ Grade _____

Is referred for possible acceleration in the following area(s):

Reason

Early Entrance • Kindergarten

Subject Acceleration

Mathematics

Science

Reading/Language

Social Studies

Other

Grade Acceleration

Early Graduation

Additional pertinent information to be considered (attach additional page if needed):

Signature of person
Initiating referral

Position or Relationship
to child

Phone

Signature of Person Receiving Referral

Date

PLEASE RETURN TO BUILDING ADMINISTRATOR

Permission to Evaluate

Dear Parent/Guardian,

Your child has been referred as a possible candidate for Acceleration. Before any decision can be made, we need your permission to evaluate the student. This evaluation may include testing, data collection of grades, checklists, interviews, testing results, credits earned, or other pertinent information. Please indicate your choice below and return this form to school. You will be notified of the results of the evaluation and the committee's recommendation.

Please answer these three questions as we begin this process:

*Will the child be accelerated into the same grade as (or a higher grade than) a sibling? _____

*Does the child presently have a sibling in the same grade? _____

*Does the child indicate that he/she wants to be accelerated? _____

Child's Name

Grade

___ Yes, I give permission for my child to be evaluated as a candidate for Acceleration.

___ No, I do not give permission for my child to be evaluated as a candidate for Acceleration.

Parent/Guardian Signature

Date

Acceleration Guidelines

(Once the formal referral has been received)

Early Entrance to Kindergarten or First Grade

Step 1. Administer IQ test

Step 2. Distribute checklists to appropriate people

Step 3. Interviews if necessary: Parent(s), student

Step 4. Testing: Achievement

Step 5. *Committee convenes looks at all data and makes a recommendation

* Committee may convene prior to the last step if data acquisition is showing an obvious trend.

Acceleration Guidelines

(Once the formal referral has been received)

Subject Acceleration

(Other than regular elective accelerated course options for students)

Step I. Check existing testing results-Achievement, Ability, State Mandated, etc.

Child must be advanced/accelerated in subject being considered.

Step 2. Testing: Achievement/Ability/Subject if necessary

Step 3. Check the child's grade point average in the subject being considered.

Step 4. Distribute checklists to appropriate people

Step 5. Interviews if necessary: Parent(s), student, teacher(s)

Step 6. *Committee convenes -looks at all data and makes a recommendation

*Committee may convene prior to the last step if data acquisition is showing an obvious trend.

Acceleration Guidelines

(Once the formal referral has been received)

Grade Level Acceleration

Step 1. Check existing testing results Achievement, Ability, State Mandated, etc. Child must be advanced/accelerated in all areas.

Step 2. Testing: Achievement/Ability/Subject if necessary

Step 3. Check the child's grade point average in all areas.

Step 4. Distribute checklists to appropriate people

Step 5. Interviews: Parent(s), student, teacher(s)

Step 6. *Committee convenes looks at all data and makes a recommendation

* Committee may convene prior to the last step if data acquisition is showing an obvious trend.

Acceleration Guidelines

Early Graduation: The formal request must be received prior to March 1st of the student's Sophomore year

Step 1. Check existing testing results -Achievement, Ability, State Mandated, etc. Student must have passed all state mandated testing.

Step 2. Testing: Achievement/Ability/Subject if necessary

Step 3. Check the child's grade point average -a minimum 3.0 (on a 4.0 scale) must be held.

Step 4. The student must have earned at least 14 credits by the end of the fourth semester.

Step 5. Distribute checklists to appropriate people

Step 6. Interviews: Parent(s). student, teacher(s)

Step 7. ·Committee convenes -looks at all data and makes a recommendation

* Committee may convene prior to the last step if data acquisition is showing an obvious trend.

Note: Completion of all graduation requirements is a must for participation in early graduation.

SECTION VII: SCHOOL AND ACADEMIC FACTORS

*** Please check the statement that best describes the student for each item.**

1. Grade Placement Under Consideration

Acceleration would result in 11 change ill building at the beginning of the first semester of the academic year (e.g., elementary 10 junior high). In this case, a plan for transition is needed.

Acceleration would require the student to attend some classes in another building.

Early entrance would be to kindergarten.

Early entrance would be to first grade.

Acceleration would be within the same school building during an academic year.

Comments or concerns:

2. Current Grade Level of Siblings (see Section II, Critical Items)

Sibling is one grade below the student's current grade.

Sibling is two or more grades above or below the student's current grade.

Student has no siblings.

Comments or concerns:

3. Attendance at School

Student has a history of excessive unexcused absences and tardiness.

Student has a history of frequent excused absences (*e.g.*, due to illness or family issues).

Absences and tardiness are average for same-age children.

Student has excellent attendance.

Comments or concerns:

4. Motivation

- Student does not complete assignments appears disinterested in schoolwork.
- Student completes those tasks that are of interest to him/her.
- Student completes virtually all assignments on time and shows a positive attitude.
- Student completes most assignments more quickly and more comprehensively than other classmates.

Comments or concerns:

5. Attitude toward Learning

- Student is disinterested and/or frustrated when presented **with** new academic challenges.
- Student completes assignments competently but inconsistently.
- Student completes assignments, but rarely seeks additional challenges.
- Student is receptive to and enthusiastic about new academic challenges.
- Student actively seeks and persists in new and rigorous academic challenges.

Comments or concerns:

6. Participation in School- Sponsored Extracurricular Activities (e.g., athletics, music programs, clubs)

- School activities are available for the student's age or grade level, but student does not participate.
- Student shows limited participation in available activities.
- Student participates in two or more activities and does well, but has not received special recognition.
- Student has a leadership role or has received recognition in one or more activities.

Comments or concerns:

7. Academic Self-concept

- Student's academic self-concept is weak (under-estimates abilities).
- Student's academic self- concept is inflated (over-estimates abilities).
- Student's academic self-concept is positive and realistic.

Comments or concerns:

SECTION VIII: DEVELOPMENTAL FACTORS

* Please check the statement that **best describes the student for each** item.

* Age

Student is among the youngest in his/her present grade.

Student is of average age for his/her present grade level.

Student is among the oldest in his/her present grade.

Comments or concerns:

9. Physical Size

Student is smaller than most students in his/her present grade.

Student is about the same size as students in his/her present grade.

Student is larger or taller than most students in his/her present grade.

Comments or concerns:

10. Motor Coordination

Student is less coordinated than most students in his/her present grade.

Student is about as coordinated as most students in his/her present grade.

Student is more coordinated than most students in his/her present grade.

Comments or concerns:

SECTION IX, INTERPERSONAL SKILLS

* Please check the statement that best describes the student for each item.

11. Emotional Development

Student exhibits a pattern of emotional disturbances (e.g., depression, inappropriate emotions and/or interactions, aggressive behavior, etc.).

Student reacts aggressively and/or defensively when criticized.

Student is very sensitive to criticism or remarks.

Student thoughtfully considers feedback and criticism and modifies behavior appropriately.

Comments or concerns:

12. Behavior

Student has a history of frequent discipline problems in the classroom, home, community, or with law enforcement.

Student has occasional discipline problems.

Student has no history of discipline problems, but is not exemplary. Student's behavior is exceptionally positive and effective.

Comments or concerns:

13. Relationship with Peers

Student has extremely poor interpersonal skills and virtually no friends.

Student's interpersonal skills are not as well developed as age mates.

Student's interpersonal skills are appropriate for age.

Student demonstrates good interpersonal skills and prefers to be with older children
And/or adults rather than age mates.

Student has good interpersonal skills with age mates, as well as with both older and younger students and with adults.

Comments or concerns:

14. Relationships with Teachers

- Student has poor interpersonal relationships with all teachers.
- Student has poor interpersonal relationships with most teachers.
- Student has good interpersonal relationships with most teachers.
- Student has excellent interpersonal relationships with virtually all teachers.

Comments or concerns:

15. Participation in Non-School Extracurricular Activities (e.g., sports, music; art, 4H, Scouts)

- Students does not participate in any activities
- Student participates occasionally in activities
- Student participates in two or more activities and does well, but has not received special recognition
- Student has a leadership role or has received recognition in one or more activities

Comments or Concerns

SECTION X: ATTITUDE AND SUPPORT

***Please** check the statement that **best describes the student for each item.**

16. Student's Attitude Regarding Whole-Grade Acceleration (see Section II, Critical Items)

- Student indicates that he/she does not want to be whole-grade accelerated
- Student is unsure about whole-grade acceleration.
- Student is mild to moderately positive about whole-grade acceleration.
- Student is enthusiastic about whole-grade acceleration.

Comments or concerns

17. Parent Attitude and Support

- Parents seem overly involved in their child's progress and/or pressure the child.
- Parents seem uninterested and uninvolved in their child's, school progress.
- Parents seem supportive and are generally involved in their child's progress.
- Parents are strongly supportive and committed to working with the school in meeting the child's academic needs.

Comments or Concerns:

18. School System Attitude and Support

- School policy or attitude appears to be against acceleration (e.g., teacher and/or principal receiving the student has reacted **with** ambivalence or negativity).
- School demonstrates minimal or ambivalent support for acceleration (e.g., current teacher is not in favor but receiving teacher is).
- There is generally a positive attitude for acceleration within the school.
- School shows strong support for acceleration as a programming option.

Comments or concerns:

19. Planning for This Student's Acceleration Prior to completing the IAS Form

No prior planning or gathering of information has taken place or been shared.

Limited staffing, information sharing and planning have occurred.

Excessive staffing, planning, and discussion have occurred.

Comments or concerns:

SCALE SUBTOTALS, IAS GRAND Total,

AND GUIDELINES Calculating the IAS Grand Total

Please refer back to Sections VII, VIII, IX, and X (*Page 12-16*) to fill in the blanks below.

Is the Academic Ability, Aptitude, and Achievement (AAAA) Subtotal Score greater than or equal to 10?

_____ Yes

_____ No

If the answer is "no" and the AAAA Subtotal score is below 10, do not consider whole-grade acceleration.

Academic Ability, Aptitude, and Achievement Subtotal (AAAA)

_____ of a possible 22 points

School and Academic Factors Subtotal

_____ of a possible 22 points

Developmental Factors Subtotal

_____ of a possible 9 points

Interpersonal Skills Subtotal

_____ of a possible 16 points

Attitude and Support Subtotal

_____ of a possible 11 points

Add the above five scale subtotals together to yield the IAS Grand Total:

ACCELERATION SCALE GRAND TOTAL _____ of a possible 80 points

60-80 total points- Excellent candidate for whole-grade acceleration. Acceleration is recommended.

46-59 total points- Good candidate for whole-grade acceleration. Acceleration is recommended.

35-45 total points- Marginal candidate for whole-grade acceleration. There is no clear recommendation. Review materials closely and carefully consider curricular alternatives.

34 or fewer total points- Whole-grade acceleration is not recommended. Consider single-subject acceleration, mentoring, enrichment, or other alternatives.

Acceleration Committee Decision Letter

Date: _____

Dear Parent/Guardian,

As you know, your child was referred as a possible candidate for Acceleration. The evaluation has been completed and the committee's recommendation is below. Please read it over and let us know of any questions or concerns you may have.

_____	_____
Child's Name	Grade

- _____ Yes, We recommend the above named student be accelerated for a "Transition Period" of up to 9 weeks in the following manner: (*Permission form attached*)
 - _____ Early entrance to kindergarten
 - _____ Grade level acceleration
 - _____ Subject matter acceleration (Subject: _____)
 - _____ Early graduation

_____ No, We do not recommend the above named student be accelerated. See attached sheet(s) for reasons.

Acceleration Committee

- If you wish to appeal this decision, appeals must be submitted in writing within 30 days to the district Superintendent.

Permission to Participate in Transition Period

Dear Parent/Guardian,

Your child has been named as a possible candidate for Acceleration. As per Ohio Department of Education Guidelines, we must offer a "Transition Period" to see if acceleration is 'a good fit' for your child. We will closely monitor your child's progress for a period of up to 9 weeks. A final decision will be issued based upon progress made during this period.

Before any acceleration can begin, we need your permission. Please complete this form and return it to school at your earliest convenience.

Child's Name

Grade

_____ Yes. I give permission for my child to be accelerated for a "Transition Period" of up to 9 weeks.

_____ No, I do not give permission for my child to be accelerated for a "Transition Period" of up to 9 weeks.

Parent/Guardian Signature

Date

Acceleration Committee Final Placement Decision Letter

Date: _____

Child's Name

Grade

Dear Parent/Guardian,

As a result of your child's recent participation in a "Transition Period" for acceleration, the acceleration committee has made the following recommendation:

_____ Acceleration Placement become permanent (*permission attached*)

Form of Acceleration: _____

_____ Acceleration Placement be ceased and the student resumes former placement or placement with age- appropriate peers (Reasons attached)

_____ Alternative Acceleration Placement be considered

Acceleration Committee

- If you wish to appeal this decision, appeals must be submitted in writing within 30 days to the district Superintendent.

Permission to Participate in Acceleration

Dear Parent/Guardian,

Your child has successfully completed a "Transition Period" for acceleration. A final decision for permanent placement has been recommended.

Before the acceleration can become permanent, we need your permission once again. Please complete this form and return it to school at your earliest convenience.

Child's Name

Grade

_____ Yes, I give permission for my child's acceleration to become permanent

_____ No, I do not give permission for my child's acceleration to become permanent

Parent/Guardian Signature

Date

Superintendent's Appeal Response Form

Appeal for: _____

Decision regarding: _____

Superintendent Response: _____ Appeal Upheld

 _____ Appeal Denied

Reasons/Action to be taken:

Superintendent Signature

Date

WRITTEN ACCELERATION PLAN

School District _____
Student Name _____ Sex F / M Birth Date ___/___/___
Address _____
City _____ State _____ Zip Code _____
Phone _____ Parent/Guardian _____



QUALIFYING CRITERIA:

Intelligence Test Score _____ (group or individual) Test Name: _____
Name: _____

Normed Achievement Test Scores: Test

____ Reading ____ Language _____ Math _____ Science _____ Social Studies

State Mandated Testing Scores: Test Name:

____ Reading _____ Language _____ Math _____ Science _____ Social Studies
____ Writing _____ Citizenship _____ Other (Specify) _____

Other criteria/data:



ACCELERATED SETTING:

____ Early entrance to Kindergarten
____ Whole Grade Acceleration (From grade _____ to grade _____)
____ Individual Subject Acceleration (Subject: _____)
____ Early High School Graduation (Proposed graduation date: _____)
Month/Year _____

TRANSITION PERIOD:

(Not applicable for Early Graduation Candidates)

- First few weeks –principal/teacher(s) informal meetings
- 4 weeks committee "progress" meeting- continue, cease, or alternate plan
- 8 weeks committee "final decision" meeting-permanent placement, no placement, or alternate plan

STRATEGIES TO SUPPORT SUCCESSFUL TRANSITION:

Requirements and Procedures

Parent/Guardian Signature _____

Date _____

School Representative Signature _____

Date _____

INITIAL ADMISSION OF STUDENTS

A student, at the time of his/her initial entry into the Harrison Hills City School District, shall present or have presented on his/her behalf by his/her parent(s), to the person in charge of admission a copy of his/her certificate of birth issued pursuant to O.R.C. Chapter 3705. or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation; copies of those records pertaining to him/her maintained by the school that he/she most recently attended; a certified copy of an order or decree allocating parental rights and responsibilities for the child and designating a residential parent or legal custodian of the child; and a copy of any power of attorney or caretaker authorization affidavit that has been executed with respect to the child pursuant to O.R.C. §§3109.51 to 3109.80. Any of the following shall be accepted in lieu of a certificate or certification of birth by the person in charge of admission: (1) A passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; (2) An attested transcript of the certificate of birth; (3) An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; (4) An attested transcript of a hospital record showing the date and place of birth of the child; or (5) Birth affidavit.

During the admission process, the principal or designee shall provide the student's parent with a copy of the most recent report card issued for the District. Within twenty-four (24) hours of the student's entry into school, the principal or designee shall request the student's official records from the school he/she most recently attended. If the sending school, upon contact, indicates that it has no record of the student or after fourteen (14) days no records are received, or if the student does not present a birth certificate or other document, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of that fact and of the possibility that the student may be a missing child as this term is defined in O.R.C. §2901.30.

Pursuant to O.R.C. §3301.60, if the student is a child of a military family who has transferred from another state (the "sending state") and official education records are not available, the District shall enroll and appropriately place the student based on information in the unofficial education records provided by the student's prior school district, pending validation by the student's official records, as quickly as possible.

If, at the time of a pupil's initial entry into the Harrison Hills City Schools, the pupil is under the care of a shelter for victims of domestic violence as defined in O.R.C. §3113.33, the pupil or his/her parent shall notify the building principal of this fact, and the principal or designee shall so inform the school from which the pupil's records are requested.

After a student has been admitted to kindergarten in a school district or chartered nonpublic school, the Board of Education shall not deny the student admission to this District based on the student's age. In cases where a question exists relative to grade placement of the entering pupil, the decision

will be made by the building principal based upon available data, which may include psychological evaluations, achievement test results, previous academic records, and parent conferences.

LEGAL REFS: O.R.C. §§3301.60; 3313.6411; 3313.672; 3321.01

Revised: February 25, 2014

STUDENTS TRANSFERRING FROM STATE-APPROVED, NONPUBLIC SCHOOLS

For credit or course-work to be accepted for courses taken in a State-approved, nonpublic school or a non-chartered school:

- A. The course must have been taught by a certified/licensed teacher;
- B. The course must have met at least one hundred twenty hours per year for instruction if a regular academic course, or the total hours per year as set forth in the State Minimum Standards, if other than a regular academic course;
- C. Course content must have been comparable to district-established courses of study.

All students entering from a state-approved, nonpublic school may be given an individual achievement test, which will be used as an aid in placing these students.

Recognition of credits or course-work from a State-approved, nonpublic school shall be granted when the above-stated criteria are satisfied. Only grades awarded for courses taken at the district or at a school approved by a state education agency shall be considered in class ranking and for entering on the transcript.

HOME EDUCATION AND HOME INSTRUCTION

This Board Policy applies to those students who are “home instructed” pursuant to O.R.C. §3313.5312, and students who are defined as “home education” students pursuant to O.A.C. §3313-34-01. In both circumstances, these students are usually not already enrolled in the District, even on a part-time basis, as they are being taught at home, typically by a parent or guardian. This Policy does not apply to students defined as “home instruction” students pursuant to O.R.C. §3323.12, which are children with a disability who are unable to attend school, even with the help of special transportation. Such children are already enrolled in school, but are being taught at home.

HOME EDUCATION/HOME INSTRUCTION

Enrollment

The district shall enroll or re-enroll students who have been home educated/home instructed without discrimination or prejudice. Home educated/home instruction students may not elect to be enrolled as part-time students.

Grade Placement

Home instruction/home education students seeking admission into the district may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

A. Grades K-8

Based on a review of the competency examination (if required), the most recent annual academic assessment report, and other home education records and evaluation information, the Superintendent will place the student in the grade level requested in accordance with O.R.C. §3319.01. If the student experiences any academic problems, school personnel shall request a parental meeting to review placement and any other options.

B. Grades 9-12

Based on a review of the competency examination (if required), the most recent annual academic assessment report, and other home education records and evaluation information, the Superintendent will tentatively place the student in the grade level requested in accordance with O.R.C. §3319.01, pending final determination of credits earned.

Permanent grade placement will be determined by the Superintendent in accordance with O.R.C. §3319.01, upon review of a competency evaluation (if required), transcripts, final determination of course credits earned, and/or the results of any nationally normed, standardized achievement tests taken by the student, and a conference with the student and/or parent(s).

Approval of Credits

Credit will be granted for any course appearing on a transcript from a correspondence school recognized and accepted by the district.

In the absence of an official transcript, credit will be granted upon the student's passing a comprehensive final exam from the previous school year for each specific course.

The district will be responsible for providing, administering, and scoring the exam(s).

Class Rank

The grade point average (GPA) of home education students who re-enroll in the district after the ninth grade will be based on years of attendance in the high school only and will necessitate a special notation or manual removal from class ranking list. Such students will not be eligible for honors status distinctions such as the National Honors Society or an Honors Diploma.

Graduation

To be eligible for graduation, the student must meet the conditions of this policy, as outlined above, and meet all other graduation requirements of the district and the State of Ohio.

Access to District Materials and Services

- A. The district may provide educational textbooks, materials, supplemental materials, or supplies to non-enrolled students.
- B. Home educated students are not eligible for technology services provided by the district – i.e., Internet accounts, etc. (“*acceptable use*” agreement).
- C. Requests for services mandated by an active IEP must be made by a parent/guardian to the Superintendent or his/her designee. The student should be enrolled and counted in the District's ADM. An IEP conference should be held to write the details of the delivery service (time, place, etc.) and describe the educational plan for home education. A special excuse from Compulsory Attendance Laws from the Superintendent would have to be created.
- D. Home educated students do not qualify for auxiliary services.

- E. Testing, for purposes of academic assessment, as required by this Board Policy to enroll a student into the proper grade within the district, shall occur at a district facility at the same time as enrolled students. Such testing expenses shall be borne by the district. Any independent test administration will be at the expense of the parent.

It is the parent's responsibility to request testing dates and places from district administration.

Extracurricular Activities

A home instruction/home education student, who would otherwise be assigned to the district, and who is being taught at home pursuant to OAC §3301-34-01 shall be afforded the opportunity to participate in any extracurricular activity offered by the district at the school to which the student would be assigned, as determined by the Superintendent under O.R.C. §3319.01, based on the student's age and academic performance.

The Superintendent may afford a home instruction/home education student who is not entitled to attend school in the district the opportunity to participate in any extracurricular activity offered by the district, if the district to which the home instruction/home education student is entitled to attend does not offer that extracurricular activity.

A home instruction/home education student must be of appropriate age and grade level, as determined by the Superintendent, to participate in any extracurricular activity. Further, a home instruction/home education student must fulfill the same nonacademic and financial requirements as any other participant, and must fulfill either of the following academic requirements:

- (1) If the student received home instruction/home education in the preceding grading period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home instruction/home education.
- (2) If the student did not receive home instruction/home education in the preceding grading period, the student's academic performance during the preceding grading period must have met all academic standards for eligibility to participate in the program established by the district.

Eligibility for a student who leaves a school district mid-year for home instruction/home education shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in that district.

Any student who commences home instruction/home education after the beginning of a school year and who is, at the time home instruction/home education commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other

requirements of the district shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuation of home instruction/home education as verified by the Superintendent. No student shall be eligible to participate in extracurricular activities in the same semester in which the student was determined ineligible.

LEGAL REFS: O.R.C. §§3321.04; 3313.5312; 3319.01
O.A.C. §3313-34-01

Revised: February 25, 2014

INTRADISTRICT OPEN ENROLLMENT GUIDELINES

All students enrolled in the Harrison Hills City School District are assigned to the school or special education program serving their attendance area. Students wishing to attend a school of choice must complete and submit an intradistrict enrollment request form in accordance with the following provisions:

- A. The Superintendent shall inform the parent(s) of each student enrolled in the district of the intradistrict open enrollment policy and application procedures.
- B. Application forms shall be available upon request in the office of the Superintendent.
- C. Application forms must be completed by the parent(s) and received in the office of the Superintendent, Harrison Hills City School District, 730 Peppard Avenue, Cadiz, Ohio 43907, at or during the times stated on the application. Applications will be processed in the order in which they are received (a first-come, first-serve basis). One application must be submitted for each student who requests an intradistrict transfer.
- D. Requests to be assigned to a district building or program, other than the one serving a student's attendance area, will be considered provided that:
 - 1. The number of students already assigned to the appropriate grade level and program has not violated class size limitations.
 - 2. Students who have been accepted from another attendance area who have been suspended or expelled will not be permitted to return to their home school during the time of the suspension or expulsion. Students must comply with the rules of the school in which they are enrolled. Failure to comply with the school rules the first month of enrollment will constitute a student's return to his or her home school.
- E. Students previously enrolled from other attendance areas have preference over first-time applicants.
- F. To prevent any disruption of a student's education and to maintain continuity, students accepted for the purpose of school choice will remain in the new school for the entire school year. Exceptions to this may be considered with the approval of the Superintendent.
- G. The Superintendent shall notify parents of application acceptance or rejection by letter. The Superintendent will grant no transfers, without special permission, after this date until the next open enrollment.

- H. Transportation of students transferred at parental request shall be the sole responsibility of their parents/guardians; however, existing bus routes may be utilized when convenient to assist parents in this process.
- I. Students receiving special education services will continue to be assigned to schools where the services specified in the student's individualized education program are available.
- J. Intradistrict requests shall have priority over interdistrict requests, where conflicts arise.

INTERDISTRICT OPEN ENROLLMENT

The Board of Education of the Harrison Hills City School District shall permit students from any other school district in the state to apply and enroll in the Harrison Hills City School District, provided that the laws and regulations of the state and the policy and procedures as outlined in the guidelines are followed. The Superintendent shall prepare guidelines for the implementation of this policy which comply with relevant state laws and regulations, and establish procedures that provide for the following:

- A. Application procedures including deadlines for application and notification of students and the superintendents of other districts when an application is approved;
- B. Procedures for admission including the criteria by which applications from other district students shall be reviewed and prioritized;
- C. District capacity limits by grade level, school building, and educational program;
- D. Resident students having first priority and previously enrolled nonresident students having preference over new applicants;
- E. Procedures to ensure maintenance of an appropriate racial balance in the district's schools, classrooms, and programs. Any school, classroom, or program that has a minority student population at variance from the district-wide ratio by more than 15% shall not be considered racially balanced for the purpose of this policy. Minority for the purpose of this policy shall be African-American, Asian-American, Hispanic-American and Native American;
- F. No requirements of academic, athletic, artistic or extra-curricular skills shall be required;
- G. No limitations on admitting disabled students except if services requiring an IEP are not available in the district;
- H. No requirement that the student be proficient in the English language;
- I. No rejection of any applying student because the student has been subject to disciplinary proceedings, except if an applicant has been suspended or expelled by another district for ten (10) consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought;
- J. Procedures to ensure athletic eligibility complies with state regulations and the requirements of the Ohio High School Athletic Association; and

- K. Any transportation provided by the district for a non-resident student takes place only within established bus routes and bus stops within the district.

**ENROLLMENT OF CHILDREN OF NONRESIDENT PARENTS AND
HOMELESS STUDENTS**

A. General Policy:

Upon the recommendation of the Superintendent and approval of the Board of Education, and when space and other facilities are available, a non-resident pupil may attend the district's schools by paying the current state-established tuition rate and providing his/her own transportation. Permission for enrollment on a tuition basis will be granted only after parental conference with the Superintendent or designee and establishment of need. This privilege may be revoked if the student fails to follow the established rules and regulations.

B. Determination of Status:

It shall be the responsibility of each school principal to refer all students with non-resident parents, or where there is any question of residency, to the Superintendent for a decision as to his/her status as soon as it is known. The Board of Education reserves the right to review requests for admission of tuition students on a case-by-case basis. Any nonresident student who is under suspension or expulsion from another school system will not be admitted.

C. Eligibility for Enrollment:

1. A student who is living with parents or a parent as defined by Section 3313.64 of the Ohio Revised Code may be enrolled in this district so long as he/she resides with such parents or parent. (O.R.C. §3313.64(B)(1)). "Parent" means either parent, unless the parents are separated or divorced or their marriage has been dissolved or annulled, in which case, "parent" means the parent who is the residential parent and legal custodian of the child. When a child is in the legal custody of a government agency or a person other than the natural or adoptive parent, "parent" means the parent with residual parental rights, privileges, and responsibilities. When a child is in the permanent custody of a government agency or a person other than the natural or adoptive parent, "parent" means the parent who was divested of parental rights and responsibilities for the care of the child and the right to have the child live with him/her and be the legal custodian of the child and all residual parental rights, privileges, and responsibilities (O.R.C. §3313.64(A)(1)).

When a child is the subject of a power of attorney executed under O.R.C. §§3109.51 to 3109.62 or a caretaker authorization affidavit executed under O.R.C. §§3109.64 to 3109.73, "parent" means the grandparent designated as

attorney in fact under the power of attorney or the grandparent that executed the caretaker authorization affidavit.

2. Students at least eighteen (18) but under twenty-two (22) years of age who live apart from their parents may be enrolled in this district upon establishment of a legal residence within the school district. Such students shall be required to provide evidence of the fact that they live apart from their parents, support themselves by their own labor, have not completed the high school curriculum or their IEP, and any other fact deemed relevant by the responsible administrator (O.R.C. §3313.64 (F)(1)).
3. Students under eighteen (18) years of age who are married and reside in this district are entitled to attend the Harrison Hills City Schools free of any tuition obligation (O.R.C. §3313.64(F)(2)).
4. After the approval of admission, the Board of Education may waive tuition for students who will temporarily reside in the Harrison Hills City School District and are:
 - a. Residents or domiciliaries of a foreign nation who request admission as foreign exchange students; or
 - b. Residents or domiciliaries of the United States but not of Ohio who request admission as participants in an exchange program operated by a student exchange organization (O.R.C. §3313.64(G)).
 - c. A non-immigrant student may be admitted into the United States in non-immigrant status under Section 101(a)(15)(F) of the Act, if
 - (1) The student presents a SEVIS Form I-20 issued in his or her own name by a school approved by the Service for attendance by F-1 foreign students;
 - (2) The student has documentary evidence of financial support in the amount indicated on the SEVIS Form I-20;
 - (3) For students seeking initial admission only, the student intends to attend the school specified in the student's visa (or, where the student is exempt from the requirement for a visa, the school indicated on the SEVIS Form I-20 (or the Form I-20A-B/I-20ID); and

- (4) In the case of a student who intends to study at a public secondary school, the student has demonstrated that he or she has reimbursed the local educational agency that administers the school for the full, unsubsidized per capita cost of providing education at the school for the period of the student's attendance.
- (5) Selection is limited to no more than five (5) secondary school students or recent graduates between the ages of sixteen (16) and nineteen (19) who have sufficient knowledge of English to enable them to function in an English-speaking environment without the use of an interpreter.
- (6) The student, while attending the district, must reside with a host family whose residence is within the district.
- (7) The sponsoring organization, endorsed by the United States Information Agency, will be expected to adhere to guidelines which enable the student to acquire the necessary visa.
- (8) The sponsoring organization shall be responsible for the selection of the host family(s) and shall document, prior to enrollment, that a host family has been established.
- (9) The request for student acceptance, and the transcript of the applicant's records, must be received prior to August 1st preceding the school year for which admission is being sought. Attendance for the full academic year will be considered as an optimum arrangement.
- (10) The applicant will be required to have reading, writing, and speaking proficiency in the English language. The district will determine by an evaluation of the student's qualification whether the student has sufficient scholastic preparation to enable the student to undertake a full course of study.
- (11) Arrangement between the sponsoring organization, the student's parents, and the student must clearly delineate the sponsoring organization's rules as well as costs and refund policies and must be submitted at the time of enrollment. The district shall provide copies of the student handbook which shall be a part of such agreements.

- (12) The Superintendent or designee shall send written acceptance of the student to the sponsoring organization and the student by the date agreed upon by the sponsor and the district.
 - (13) The principal shall designate a member of the faculty or school administration as the student's advisor during his/her stay at the school. The advisor shall serve as the liaison between the school and host family, school and sponsor, student and student body, and the school and community.
5. A student who has a medical condition that may require emergency medical attention is entitled to attend the Harrison Hills City Schools free of any tuition obligation if either of the child's parents is employed in the Harrison Hills City School District, subject to the following conditions:
 - a. The parent must submit to the Board of Education a statement from the child's physician certifying that the child's medical condition may require emergency medical attention;
 - b. Additional evidence supporting the above statement may be required by the Board (O.R.C. §3313.64(F)(3)).
6. Students residing in this district with a person other than their parent are entitled to attend the Harrison Hills City Schools free of any tuition obligation for a period not to exceed twelve (12) months if the child's parent files an affidavit with the Superintendent or designee stating all of the following:
 - a. The parent is serving outside of the state in the armed forces of the United States;
 - b. The parent intends to reside within the district upon returning to this state;
 - c. The name and address of the person(s) with whom the child is living while the parent is outside the state (O.R.C. §3313.64(F)(4)).
7. A student under the age of twenty-two (22) who, after the death of a parent, resides in a school district other than the Harrison Hills City School District may continue to attend school in the district free of any tuition obligation for the remainder of the school year, subject to the approval of the Board of Education, if the child attended school in the district at the time of the parent's death (O.R.C. §3313.64(F)(5)).

8. A student under the age of twenty-two (22) who resides with a parent who presently resides outside of the district but is having a new house built within the Harrison Hills City School District may attend school in the district tuition-free for a period of time not to exceed ninety (90) days as established by the Superintendent if the parent provides the Superintendent with the following:
 - a. A sworn statement explaining the situation, revealing the location of the house being built, and stating the parent's intention to reside there upon its completion;
 - b. A statement from the builder confirming that a new house is being built for the parent and that the house is at the location indicated in the parent's statement (O.R.C. §3313.64(F)(6)).

9. A student under the age of twenty-two (22) who resides with a parent who presently resides outside of the district but has a contract to purchase a house in the Harrison Hills City School District and is waiting upon the date of closing of the mortgage loan for the purchase of such house may attend school in the district tuition-free for a period of time not to exceed ninety (90) days as determined by the Superintendent if the parent provides the Superintendent with the following:
 - a. A sworn statement explaining the situation, revealing the location of the house being purchased, and stating the parent's intent to reside there;
 - b. A statement from a real estate broker or bank officer confirming that the parent has a contract to purchase the house, that the parent is waiting upon the date of closing of the mortgage loan, and that the house is at the location indicated in the parent's statement (O.R.C. §3313.64(F)(7)).

10. Students who do not reside with their natural or adoptive parents but reside within the Harrison Hills City School District may be enrolled in this district if any of the following apply:
 - a. The child is in the legal or permanent custody of a government agency or a person other than his/her natural or adoptive parent (O.R.C. §3313.64(B)(2)(a));
 - b. The child resides in a home (O.R.C. §3313.64(B)(2)(b));
 - c. The child requires special education (O.R.C. §3313.64(B)(2)(c)); or

- d. At least one (1) of the child's parents is in a residential or correctional facility or a juvenile residential placement and the other parent is not known to reside in Ohio (O.R.C. §3313.65(C)).
11. A child residing with a resident of the state in the Harrison Hills City School District with whom he/she has been placed for adoption shall be admitted to the schools of this district tuition-free unless the placement for adoption has been terminated or another school district is required to admit the child (O.R.C. §3313.64(B)(3)).
12. A child who is with his/her parent under the care of a shelter for victims of domestic violence, as defined in O.R.C. §3113.33, located in the Harrison Hills City School District is entitled to attend the Harrison Hills City Schools tuition-free (O.R.C. §3313.64(F)(9)).
13. A child under the age of twenty-two (22) whose parent has moved out of the Harrison Hills City School District after the commencement of classes in the child's senior year of high school is entitled, upon approval of the Board of Education, to continue to attend the Harrison Hills City School District tuition-free for the remainder of the school year and for one (1) additional semester or equivalent term (O.R.C. §3313.64(F)(10)).
14. A child under the age of twenty-two (22) who is in the custody of his/her parent, resides with a grandparent in the Harrison Hills City School District, and does not require special education is entitled to attend the Harrison Hills City School District tuition-free provided that prior to such attendance this Board of Education and the board of education of the school district in which the parent resides enter into an agreement specifying that good cause exists for such attendance, describing the nature of the good cause, and consenting to such attendance (O.R.C. §3313.64(F)(11)).
15. A grandparent residing in the Harrison Hills City School District, who is attorney in fact under a power of attorney executed under O.R.C. §§3109.51 to 3109.62 or who executed a caretaker authorization affidavit under O.R.C. §§3109.64 to 3109.73, may enroll the child, who is the subject of the power of attorney or affidavit, in the Harrison Hills City Schools, unless another reason exists under the Revised Code to exclude the child.
16. A child under the age of twenty-two (22) is entitled to attend school in a school district other than the district in which the child is entitled to attend school under division C.1., C.10., C.11., or D.4. of this policy, if, prior to such attendance in any school year, both of the following occur:

- a. The superintendent of the district in which the child is entitled to attend under division C.1., C.10., C.11., or D.4. of this policy contacts the superintendent of another district;
- b. The superintendents of both districts enter into a written agreement that consents to the attendance and specifies that the purpose of the attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendents (O.R.C. §3313.64(F)(12)).

17. Homeless Students

The Board will comply with the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 (the “McKinney-Vento Act”) providing for a free, appropriate education, including public preschool, to each homeless child or youth.

- a. The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes -
 - (1) Children and youth who are:
 - (a) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
 - (b) Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - (c) Living in emergency or transitional shelters;
 - (d) Abandoned in hospitals; or
 - (e) Awaiting foster care placement.
 - (2) Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
 - (3) Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- (4) Migratory children who qualify as homeless because they are living in circumstances described above.

b. Specific Duties of the Board:

The Board shall ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless. Under the McKinney-Vento Act, the Board is responsible for fulfilling the following duties to homeless children and youths:

- (1) Presuming that continuing the child's or youth's education in the school of origin is in the child's or youth's best interest, unless contrary to the wishes of the child or child's parent or guardian, or (in the case of an unaccompanied youth) the youth;
 - (a) Considering student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility or achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
 - (b) If, after conducting the best interest of the child or youth presumption and considering the student-centered factors in Paragraph 1 above, the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal.
- (2) Providing for the immediate enrollment of a homeless child and the maintenance of student records for the child;
- (3) Providing services comparable to what other students receive in the areas of transportation, Title I programs, children with disabilities, limited English proficiency, vocational and technical education, gifted and talented education, and school nutrition;

- (4) Coordinating services to homeless children with other school districts, local social service agencies, and programs that assist homeless children and youth and their families;
- (5) Establishing a local liaison for homeless children and youth; and
- (6) Reviewing and revising policies to ensure that no policies act as barriers to the enrollment of homeless children and youths.

c. District Liaison for Homeless Children and Youth:

The liaison for homeless children and youth is the Superintendent or designee. The liaison is responsible for ensuring that:

- (1) Homeless children are identified by district personnel through outreach and coordination activities with other agencies;
- (2) Homeless children are enrolled in and have a full and equal opportunity to succeed in district schools;
- (3) Homeless children and their families have access to and receive educational services for which they are eligible and referrals for other appropriate services including health care, dental, ~~and~~ mental health, and substance abuse services, housing services, and other appropriate services;
- (4) Parents or guardians of homeless children are informed of the educational and related opportunities available to their children and a meaningful opportunity to participate in the education of their children;
- (5) The liaison provides assistance to an unaccompanied youth with placement or enrollment decisions, considers their views, and notifies the unaccompanied youth of the right to appeal such decisions;
- (6) Public notice of the educational rights of homeless children is disseminated in locations frequented by parents or guardians of such children, including areas where such children receive services, such as schools, family shelters, soup kitchens, and public libraries, in a manner and form understandable to the parents and guardians of such children;

- (7) Parents or guardians of homeless children are fully informed of and assisted with accessing transportation services available to the child, including transportation to the child's school of origin;
- (8) Disputes over enrollment decisions are resolved as quickly as possible after receiving notice of the dispute;
- (9) District personnel providing services pursuant to this Board policy receive professional development and other support; and
- (10) Ensure that homeless children and youths are informed of their status as independent students under the Higher Education Act and that they may obtain assistance from the District to receive verification for the FAFSA.

d. Procedure for Enrollment Decisions and Dispute Resolution:

If the Superintendent or designee determines that the best interest of the child requires the child to be enrolled in a school other than the school of origin or the school requested by the parent or guardian, the Superintendent or designee shall provide a written explanation to the child's parent or guardian, including the right to appeal such determination to the liaison.

The liaison shall inform the parent or guardian that they can provide written or oral documentation to support their position. The liaison shall review the issue and documentation and issue a decision in writing to the parent or guardian.

If the dispute is not resolved, the liaison shall refer the dispute to the Ohio Department of Education Homeless Consultant for the purpose of utilizing the resolution process on the state level.

e. Privacy

Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information.

18. A student under the age of twenty-two (22) who resides with a person other than the student's parent is entitled to attend school in the district in which that person resides if both of the following apply:

- a. The person has been appointed through a military power of attorney executed under section 574(a) of the National Defense Authorization Act for Fiscal Year 1994, or through a comparable document necessary to complete a family care plan, as the parent's agent for the care, custody, and control of the child while the parent is on active duty as a member of the national guard or a reserve unit of the armed forces of the United States or because the parent is a member of the armed forces of the United States and is on a duty assignment away from the parent's residence.
- b. The military power of attorney or comparable document includes at least the authority to enroll the child in school.

The entitlement to attend school in the district in which the parent's agent resides applies until the end of the school year in which the military power of attorney or comparable document expires. (O.R.C. §3313.64(F)(14)).

19. A child under twenty-two (22) years of age may attend school in the school district in which the child, at the end of the first full week of October of the school year, was entitled to attend school, if at that time the child was enrolled in the schools of the district but since that time the child or the child's parent has relocated to a new address located outside of that school district and within the same county as the child's or parent's address immediately prior to the relocation. The child may continue to attend school in the district, and at the school to which the child was assigned at the end of the first full week of October of the current school year, for the balance of the school year, only if both of the following conditions are satisfied:
 - a. The board of education of the school district in which the child was entitled to attend school at the end of the first full week in October and of the district to which the child or child's parent has relocated each has adopted a policy to enroll such children.
 - b. The child's parent provides written notification of the relocation outside of the school district to the superintendent of each of the two school districts.

At the beginning of the school year following the school year in which the child or the child's parent relocated outside of the school district, the child is not entitled to attend school in the school district.

Any person or entity owing tuition to the school district on behalf of the child at the end of the first full week in October, shall continue to owe such tuition to the district for the child's attendance for the lesser of the balance of the school year or the balance of the time that the child attends school in the district.

A pupil who may attend school in the district under this section shall be entitled to transportation services pursuant to an agreement between the district and the district in which the child or child's parent has relocated unless the districts have not entered into such agreement, in which case the child shall be entitled to transportation services in the same manner as a pupil attending school in the district under inter-district open enrollment as described in O.R.C. §3313.981(H), regardless of whether the district has adopted an open enrollment policy. (O.R.C. §3313.64(I)).

20. A child whose parent is a member of the national guard or a reserve unit of the armed forces of the United States and is called to active duty, or a child whose parent is a member of the armed forces of the United States and is ordered to a temporary duty assignment outside of the district, may continue to attend school in the district in which the child's parent lived before being called to active duty or ordered to a temporary duty assignment outside of the district, as long as the child's parent continues to be a resident of that district, and regardless of where the child lives as a result of the parent's active duty status or temporary duty assignment. However, the district is not responsible for providing transportation for the child if the child lives outside of the district as a result of the parent's active duty status or temporary duty assignment. (O.R.C. §3313.64(M)).
21. Students in grades one (1) through twelve (12) whose parent or parents are non-residents of the Harrison Hills City School District and who are not otherwise eligible to be enrolled in this district may be admitted ONLY after it has been determined that facilities are available, the pupil is acceptable, his/her enrollment is authorized and approved by the Superintendent and the Board of Education, and the following condition or conditions which are applicable are complied with by the responsible party:
 - a. The parents have entered into an agreement to pay tuition at the prevailing rate, and paid same to the Treasurer at least one (1) month in advance (O.R.C. §§3317.08, 3327.06, 3313.64).
 - b. A contract has been entered into between the board of education of the district of residence and the Harrison Hills City School District Board of Education, providing for the payment of tuition by the district of residence (O.R.C. §3327.04).

If a limited number of nonresident students can be admitted, they will be considered in order of application. A new request must be made on an annual basis for each subsequent school year for which admission as a tuition student is requested.

D. Payment of Tuition:

1. If a student is admitted under division C.10.a.-c. of this policy, tuition shall be paid to the Harrison Hills City School District as follows:
 - a. If the child receives special education in accordance with Chapter 3323 of the Revised Code, tuition shall be paid in accordance with Section 3323.091, 3323.13, 3323.14, or 3323.141 of the Revised Code regardless of who has custody of the child or whether he/she resides in a home (O.R.C. §3313.64(C)(1)).
 - b. If the child is in the permanent or legal custody of a government agency or person other than the child's parent, tuition shall be paid by:
 - (1) The school district in which the child's parent resided at the time the court removed the child from his/her home or at the time the court vested legal or permanent custody of the child in the person or government agency, whichever occurred first (O.R.C. §3313.64(C)(2)(a)); or
 - (2) If the parent's residence is unknown, tuition shall be paid by the district in which the child resided at the time he/she was removed from his/her home or placed in legal or permanent custody, whichever occurred first (O.R.C. §3313.64(C)(2)(b)); or
 - (3) If a school district cannot be established under either provision above, tuition shall be paid by the district as determined by the court at the time it vests custody of the child in the person or government agency (O.R.C. §§3313.64(C)(2)(c)--2151.357).
 - c. If the child resides in a home and is not in the permanent or legal custody of a government agency or person other than the parent, tuition shall be paid by:
 - (1) The school district in which the child's parent resides (O.R.C. §3313.64(C)(3)(a)); or
 - (2) If the child's parent is not a resident of this state, the home in which the child resides (O.R.C. §3313.64(C)(3)(b)).
 - d. In addition, if the child requires special services, any excess costs will be paid by the parents.

2. If a student is admitted under division C.10.d. of this policy, tuition shall be paid in accordance with O.R.C. §3313.65.
3. If a student is admitted under division C.21. of this policy, tuition shall be paid to the Harrison Hills City School District as follows:
 - a. By the parent/guardian at least one (1) month in advance (O.R.C. §3327.06); or
 - b. By the school district of residence (O.R.C. §3327.04).
4. A student may be enrolled free of tuition obligation for a period not to exceed sixty (60) days, on the sworn statement of an adult resident of the district that he/she has initiated legal proceedings for custody of the child (O.R.C. §3313.64(E)).
5. Tuition shall be charged at the appropriate rate determined by the Harrison Hills City Board of Education in accordance with O.R.C. §§3317.08, 3317.081, or 3313.64(I).
6. It shall be the duty of the Superintendent or designee to insure that tuition is paid.

E. Moving Out of District During School Year:

1. Except as provided in divisions C.6., 7., 13. and 19., of this policy, in the event a family moves out of the Harrison Hills City School District, the student shall transfer to the new school district of the parent's residency. In special situations, which are to be determined at the sole discretion of the Superintendent or designee, a student may be allowed to complete the balance of the school year in the Harrison Hills City Schools, and tuition shall be charged effective with the beginning of the next succeeding month.
2. In the event a student under the age of eighteen (18) residing in the district, whose parents have moved outside of the district, wants to be accepted as a student in the Harrison Hills City School District, then he/she must present an actual court order placing the custody of said child with a bona fide resident of this district.

F. Suspension for Non-Payment of Tuition:

On or before the first day of classes each fall, the Treasurer will report the names of all students for whom tuition is due and unpaid to the Superintendent, who shall suspend the student(s) from school forthwith. In the event the tuition is not brought current prior to

the expiration of the suspension, said student will be expelled. Compliance with Board Policy 6.20 and 6.21 will be effected.

G. Report to the Treasurer of Board (O.R.C. §3321.12):

The principal of each school shall report to the Treasurer of the Board of Education the names, ages, and places of residence of all students whose parents do not reside within the Harrison Hills City School District, together with any other facts the Treasurer requires to facilitate the carrying out of the laws. Such report shall be made within the first two (2) weeks of the beginning of school in each school year and shall be corrected by a weekly report of changes.

LEGAL REFS: O.R.C. §3313.64
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11421 *et seq.*
20 U.S.C. §6311

Adopted: November 17, 2016

MARRIED AND PREGNANT STUDENTS

Marital, maternal or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any program or activity offered by the school district.

Married students under the age of eighteen (18) are subject to the compulsory school attendance laws and are required to attend school unless excused in accordance with law.

Married or unmarried pregnant students shall not be excluded from school. However, a married or unmarried pregnant student may be excused from school in the advanced stages of pregnancy when, in the judgment of a physician and/or the Superintendent of Schools, such attendance would be detrimental to the safety and well being of the student.

A pregnant married or unmarried student may be provided alternate programs of instruction such as home instruction. Efforts will be made to ensure that the educational program of the student is disrupted as little as possible, and that she is encouraged to return to high school after the birth of her baby and complete requirements for graduation.

STUDENT ABSENCES AND EXCUSES

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed four (4) days per school year, for participation in an enrichment activity approved by the Board or an extracurricular activity, defined as a pupil activity program operated by the district but not included in a graded course of study.
- L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). The number of days within which make-up work shall be completed will be equal to the number of days of absence plus one day. The building principal may allow additional time to make up work based on extenuating circumstances presented by parents. All make-up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

Attendance and Loss of Driving Privileges

A student shall be considered an habitual absenteeism problem by state law when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated during a semester ten (10) consecutive school days or fifteen (15) total school days of unexcused absence.

Whenever any student under the age of eighteen (18) has more than ten (10) consecutive school days or at least fifteen (15) total school days of unexcused absence, the Board authorizes the Superintendent to inform the student and his/her parents of the attendance record and the district's intent and obligation to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court in writing of the student's excessive absenteeism (O.R.C. §3321.13 (B)(2)).

After receiving such information from the Superintendent, O.R.C. §4507.061 requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar, under current law, is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches eighteen (18) or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law.

In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

Parental Education Program

In accordance with Ohio Law, the Board may require the parent or guardian of any student who is suspended or expelled from school or who is truant (absent without legitimate or legal excuse) or habitually absent (unexcused absences in excess of 10 consecutive days or 15 days per year) from school to attend a parental education or training program designed to encourage parents to ensure that their children attend school regularly. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days. This policy shall be posted in a central location in all Harrison Hills City school buildings, and shall be made available to students and their parents or guardians upon request (O.R.C. §3313.663).

ATTENDANCE-Student Absences and Excuses/Tardiness-The regulation of this policy will be set forth in two sections. Section (A) will address the Absences and Excuses and Section (B) will address Tardiness. The legal references for File: JED state the same Compulsory Attendance for all grades K-12.

Section A Absences and Excuses

Definition of Terms: (A) Unexcused Absences and (B) Excused Absences.

(A) **Unexcused Absences:** The student is absent from school while it is in regular session with the knowledge of the parents, but is in violation of the school attendance rules. Any excuse not having a specific reason stated will be classified unexcused. Excuses signed by 18 year old students and not by parent or guardian, unless living away and are self supporting, will be classified unexcused. Any test(s), quizzes and/or exams missed during an unexcused time cannot be made up. All other work missed **MUST** be made up within five (5) days upon return of school. No credit will be awarded for an unexcused absence.

1. **All absences counted** All absences, excused and unexcused, will be counted and charged against the limit of absences a student is allowed to accumulate.
2. **Limit on absences** All students will be allowed to accumulate a number of absences before his/her attendance will be considered irregular and excessive. Below are these limits:
Elementary K-5 Middle School 6-(7-8) A students who is absent for more than nine (9) days a semester or eighteen (18) days a year is a candidate for retention regardless of academic standing.
Senior High School (9-12) Eighteen week courses (One (1) semester): Nine (9) days and/or nine (9) class periods.
Thirty-six week course: Eighteen (18) days and/or eighteen (18) class periods. A student will not receive credit for the course if the limit is exceeded as they have not fulfilled the minimum requirements.

The absences set forth above are meant to be used for personal illness, serious personal problems, and professional appointments which cannot be scheduled after school.

3. **Excessive Absences** Absences which exceed the limits stated above will be considered excessive.
4. **Administrators' Report to Parent/Guardian on Absenteeism** Upon verification of absences, the following procedure will take place.
 - a. A form letter sent when a student misses five (5) days of school.
 - b. A form letter sent when a student misses ten (10) days of school.
 - c. Principal/designee will make official contact with the parent or guardian when the student has missed fourteen (14) days of school. The student will be sent a letter stating that the said student cannot be out of school without a doctor's slip or days will be deemed unexcused and work missed may not be made up.
 - d. At eighteen (18) days absent the student, parent or guardian will be notified that a charge has been filed in Juvenile Court on the student.
 - e. Elementary (K-5)- Middle School (6-7-8) would be considered a candidate for retention. Senior High (9-12) student can be denied credit for all courses

- and on credits earned.
- f. A charge may be filed against a parent or guardian for failure to have student attending school on a regular basis as required by law.
- g. Consideration will be given to doctor related illnesses or injuries. All slips from the doctor's office must include the corresponding dates that the student was absent. These slips must be returned to the Principal's office within five (5) days after the student's return to school. **IT IS THE RESPONSIBILITY OF THE PARENT AND/OR GUARDIAN AND THE STUDENT TO PROVIDE AND RETURN ALL DOCTOR SLIP VERIFICATION.**
5. Review of Attendance Record When a student's absence from a class become excessive, the Principal, teacher and counselor will review the student's attendance record to determine whether he/she will receive credit for his/her work. The following information will be taken into account during the review:
- The nature of the absences.
 - The teacher's evaluation of the make-up work completed by the student.
 - Reports from the administrative staff.
- If, in the judgement of the Principal, the results of the review warrant an extension of the limit placed on absences, the limit may be extended. If extending the limit of days is not warranted, the student will not receive credit for the course.
6. Attendance to Class After Loss of Credit A student who is denied credit in a course/grade because of excessive absences must continue attending that class. If the student continues to miss the class, suspension, court action or expulsion may be recommended.
7. Unexcused Absences In cases of unexcused absences, the Principal may take disciplinary action such as detention, suspension, court action, or recommendation for expulsion to the Superintendent.
8. Truancy from School Truancy from school is an unexcused absence. Forfeit of Right of Review: When a student is absent because of truancy or skipping, he/she may forfeit the right to review of his/her attendance record.
9. Suspension from School A student who has been suspended from school or from class will have the number of days of suspension charged against the limit of days of absence. All suspended days are unexcused absences. Parents/Guardians will be notified of the suspension. Suspended students are not to take part in or attend any school activity, game or other function.
10. Absenteeism at the end of the school year Excessive absenteeism in the last three (3) weeks of the school year, unless due to illness or accident, may result in the class-work being marked INCOMPLETE and loss of credit.
- (B) Excused Absences: Absence from school for any other reason other than those listed below and recommended by the State Department of Education, State of Ohio, is not acceptable and will be unexcused. The teacher and the student have a joint responsibility in completing work missed due to unexcused absences.
- Personal illness or illness in the immediate family requiring the student to stay home.

2. Death in the family or close friend.
 3. “Act of God” such as weather or unexpected home calamities.
 4. Religious holidays as related to your own faith.
 5. Family going on vacation; this is to be discouraged and must be approved by the building Principal one week in advance. Failure to secure permission will cause the absence to be unexcused.
 6. Attending wedding or graduation ceremony of family or close friend.
 7. Doctor or dentist appointment.
 8. Attending an institution of higher learning. This applies only to seniors and they are allowed 2 days.
- a. Excused absence note:
1. Student’s name
 2. Date(s) of absence
 3. Nature of absence (must meet list 1-8) and description
 4. Parent or guardian’s signature
- In order for an absence to be “excused” the student must bring a note signed by a parent or guardian. All excuses, including doctors, must be on file in the school office within five (5) school days of the absence. Absences not covered by excuses will be treated as unexcused. Excuses must state reason for the absence.
- b. Make-up Work: After an excused absence, the student and not the teacher, is responsible for making arrangements for completing all make-up work in proper time. A student who returns after an unexcused absence will not be privileged to make up work missed, since make up work involves extra time and preparation on the part of the teacher. Students who are absent without proper excuse should not expect the privilege of making up work.
- c. College Visitation: A senior is permitted to make two (2) college or technical school visits which will not count as an absence IF they make arrangements through the guidance office PRIOR to the visit.
- d. School sponsored or sanctioned activities: School sponsored or sanctioned activities which have prior administrative approval are exempted from and will not count toward the total absences.
- e. Attendance procedure:
1. Attendance will be taken during the first period and a list of absentees will be sent to the office.
 2. Students who have been absent will immediately bring a written excuse to the office in the morning to avert being tardy to first period.
 3. The Daily Attendance Sheet will list the absentees and students to be dismissed early from school.
 4. Each teacher will keep a record of attendance each period and turn in the names of any students absent from class but whose name did not appear on the absence list.
1. A student coming to school tardy must first file a report to the Principal’s office and sign in.
 2. Any student leaving the building must have the written permission of

- the Principal/designee. When the student returns he/she must obtain an Admit to Class Slip from the Principal/designee.
- f. Early Dismissal from School Procedure
1. An early dismissal from school will be limited to illness, emergency, or professional appointment. Early dismissal will be treated as other absences. Request for early dismissal must be made before school begins in the morning.
 2. Out of school appointments: The student dismissed from school for a professional appointment (doctor, dentist, orthodontist, human services, court, eye doctor, or professional counseling), will bring a slip back to the Principal's office upon returning that day or before school the next morning. Failure to do so will deem the student unexcused for time out of school.
 3. Emergency: Students who become ill during the day must report to the Principal's office for permission to call the parent or guardian to go home ill. The call must be made by the Principal/designee ONLY.

Section B Tardiness-Definition of Terms: (A) Unexcused Tardiness, (B) Excused Tardiness

- (A) Unexcused Tardiness: The student reports to school or class without an acceptable excuse.
1. Reporting Late to School: A student coming to school tardy must report to the Principal's office and admit himself/herself by signing the sign-in sheet.
 2. Unexcused Tardiness to Class: The penalty for three (3) unexcused tardies to a particular class will be the same as the penalty for one (1) absence from that class. You will be considered absent if you are tardy more than fifteen (15) minutes.
 3. Limit on Tardies: All students will be allowed to accumulate a number of tardies before his/her attendance will be considered irregular and excessive. Below are these limits:
Elementary (K-6)-Junior High (7-8) A student who is tardy for more than twenty seven (27) days a semester or fifty-four (54) days a year is a candidate for retention regardless of academic standing.
Senior High (9-12)-Eighteen (18) week course: (One (1) Semester) Twenty-seven (27) days and/or twenty-seven (27) periods. Thirty-six (36) week courses: Fifty-four (54) days and/or fifty-four (54) class periods. A student will not receive credit if the limit is exceeded as they have not fulfilled the minimum requirements.
1. Excessive Tardies: Tardies which exceed the limit stated above will be considered excessive.
 2. Administrator's Report to Parents/Guardian on Tardiness: Upon verification of tardies, the following procedure will take place:
 - a. A form letter sent when a student is tardy fifteen (15) times to school or class.
 - b. A form letter sent when a student is tardy thirty (30) times to school or class.
 - c. Principal/designee will make official contact with the parent or guardian when the student has been tardy forty-two (42) times to school or class.
 - d. At fifty-four (54) times tardy to school or class the parent or guardian will be

- notified that a charge has been filed in Juvenile Court on the student and the student can be denied credit for all courses and credits earned.
- e. A charge may be filed against a parent or guardian for failure to have a student attending school or classes on time on a regular basis as required by lay.
 - f. Consideration will be given to a student who is tardy due to an appointment with a doctor or other professional person. A slip from the professional with their signature and corresponding date must be given to the secretary/designee when the student returns and signs in. IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN AND THE STUDENTS TO PROVIDE AND RETURN ALL SLIP VERIFICATIONS.

(B) Excused Tardy: When a student is scheduled for a professional appointment with a (doctor, dentist, orthodontist, human services, court, eye doctor, or professional counselor) parent or guardian should notify the Principal's office and the student signs in at the Principal's office with a slip signed by the doctor or other professional and is given to the secretary/designee.

- 1. Teacher-Caused Tardy: A teacher who detains a student causing him/her to be late to another class will complete a pass for the student stating the reason for his/her being late. These passes will be honored by all teachers concerned.
- 2. Make-up Work: All work must be made up. Failure to complete work will result in an incomplete, which could result in failure of a course.

Mediation through Harrison County Juvenile Court may be utilized in lieu of other consequences.

HABITUAL AND CHRONIC TRUANCY INTERVENTION STRATEGIES

The Harrison Hills City School District Board of Education, after consulting with the Harrison County Juvenile Court, parents, guardians, or other persons having care of the students attending school in the district, and appropriate state and local agencies, has established this policy in order to provide guidance to employees in addressing and ameliorating the attendance practice of any student who is an habitual truant.

An “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

A “chronic truant” is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the district, the designated officer is required to investigate any case of supposed truancy within the district and must warn the child, if found truant, and the child’s parent, guardian, or other person having care of the child in writing of the legal consequences of being an “habitual truant” or a “chronic truant”. The notice must also inform the parent, guardian, or other person having care of the child that he/she shall cause the child’s attendance at school immediately.

When it has been determined that a child has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child’s attendance at school after being notified, the Superintendent may require the parent to attend a specified parental educational program established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the attendance of the child at school. Therefore, if directed by the Superintendent, the attendance officer must send notice requiring the child’s parent to attend a parental education program.

Habitual Truancy

Upon the failure of the parent, guardian, or other person having care of the child to cause the child’s attendance at school, if the child is deemed to be an habitual truant, the district is required to do either or both of the following:

- A. Take any appropriate action as an intervention strategy. The intervention strategy may include any or all of the following:
 1. The assignment of the habitual truant to an alternative school pursuant to O.R.C. §3313.533;

2. Providing a truancy intervention program for an habitual truant;
 3. Requesting or requiring a parent or guardian, or other person having care of an habitual truant to attend parental involvement programs, including programs adopted under O.R.C. §3313.472 or 3313.633;
 4. Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs;
 5. Notification of the registrar of motor vehicles under O.R.C. §3321.13;
 6. Taking legal action pursuant to O.R.C. §§2919.222, 3321.20, or 3321.38.
- B. Filing a complaint with the proper county juvenile court. If a complaint is filed, it shall allege that:
1. The child is unruly for being an habitual truant, or is a delinquent child for being an habitual truant who previously has been adjudicated an unruly child for being an habitual truant; and
 2. The parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

Chronic Truancy

Upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance, if the child is deemed to be a chronic truant, the Board shall file a complaint in the county juvenile court jointly against the child and the parent, guardian, or other person having care of the child. The complaint must allege that the child is a delinquent child for being a chronic truant and that the parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

Nothing in this policy shall be construed to limit the authority of the Superintendent or designee to develop or utilize other strategies to respond to student truancy.

STUDENT ATTENDANCE ACCOUNTING/MISSING CHILDREN

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. A telephone call from a parent will constitute sufficient notification. If a call is not received from the parent or guardian by the time indicated above, the principal or the principal's designee shall attempt to call home before the end of the school day. If this call is unsuccessful, then not later than one (1) day following the absence, the principal or the principal's designee shall send, by mail, to the parent or guardian a written notification of the child's absence. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The Superintendent may request any person authorized to take student photographs to provide a wallet-sized photograph of each student for inclusion in his/her file and may develop a voluntary student fingerprinting program in conjunction with local law enforcement agencies.

The Board shall designate the Superintendent or his/her designee to develop informational programs for students, parents, and community members relative to missing children issues and matters.

Voluntary Fingerprinting

Fingerprinting programs shall be encouraged to help with the identification of missing children.

- A. No student will be required to participate.
- B. Written parental consent will be required prior to fingerprinting any student.
- C. Fingerprinting will be done by law enforcement agencies.
- D. All fingerprinting cards are to be given to the parents and not retained by the school, district, the law enforcement agency, or any other person other than the parents.
- E. The name, gender, hair and eye color, height, weight, and date and place of birth of the student shall be indicated on the card.

- F. The program will be offered on a periodic basis and parents and residents will be notified periodically about the program and its purpose.
- G. Fingerprinting of students will be for the sole purpose of aiding in the identification and location of missing children.

STUDENT DISMISSAL PRECAUTIONS

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal.

The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. All medical and dental appointments should be scheduled well in advance and during non-school hours.

Additional precautions shall be taken by the administration which are appropriate to the age of students, and as needs arise.

Student absences and tardiness shall be determined in accordance with the timeframes established in each District school's student handbook.

LEGAL REFS: O.R.C. §3313.20

Adopted: November 17, 2016

WITHDRAWAL FROM SCHOOL

No pupil shall be permitted to withdraw from school except for the following reasons:

- A. Graduation from high school.
- B. Attainment of age eighteen (18).
- C. Attainment of age sixteen (16) with an age and school certificate issued under current state and school board regulations.
- D. Transfer to another appropriate educational placement.
- E. Change of residence of the parent(s) as defined by O.R.C. §3313.64 from an attendance area or the school district.

Upon withdrawal from school, student records shall be completed and closed. The reason for withdrawal shall be indicated, and the new address, if known, shall be entered.

When withdrawing from school, pupils shall turn in textbooks and any other property belonging to the Board of Education, pay all fees or other money due, and provide information relative to the receiving school. Appropriate records will be sent to the receiving school by the building principal.

All student records shall be processed in accordance with Board of Education Policy 6.17.

In special or unusual circumstances, the Superintendent of Schools will specify the actions to be taken.

Loss of Driving Privileges

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

Whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with state law.

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent shall, within two (2) weeks after the withdrawal, notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is not necessary if a student has withdrawn because of a change of residence, or the student is enrolled in

and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the Registrar of Motor Vehicles and the Juvenile Judge must be in writing and comply with any rule adopted by the registrar. Such notification should include the name, address, birthdate, and school the student attends. If the Superintendent determines that an error has occurred, the Registrar of Motor Vehicles and the Juvenile Court shall be notified immediately.

After receiving such information from the Superintendent, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges shall remain in effect until the student reaches eighteen (18) or until the denial of driving privileges is terminated for another reason allowable under the Ohio law.

In compliance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides alleging that the notice given to the registrar was in error or that the loss of driving privileges will result in substantial hardship.

GRADING SYSTEMS

Function of the Grading System

A teacher should grade carefully and be able to justify every grade given. It should be pointed out to the student with a low grade that he/she is falling short of the standard in one of these valuable qualities. Teachers have long felt the need of definite points of defense when questioned about a grade but these five desirable qualities need emphasis and should be used in conferences with students. It is essential that students understand this system as thoroughly as do the teachers. This will give students a secure sense of direction in attempting improvement.

Reporting to Parents

It is important in the grading system to periodically report the student's progress to the parents. For this purpose, the Report Card adopted by this system shall be used. It is highly recommended that the Report Card should be supplemented by scheduled parental conferences whenever feasible.

Nine-Weeks Grades

For determining nine-weeks grades the Board does not recommend any one specific method. However, the Board feels that many phases of the student's work should be weighed, and that the teacher should, at the beginning of the course, thoroughly acquaint the students as to how much weight each phase bears.

Semester Grades – Secondary Schools

Semester grades and yearly grades are the keynote to a successful grading system. Therefore, the following methods of determining semester and yearly grades must be followed. A deviation from these methods must have the approval of the principal in charge.

Semester grades will be determined by averaging the two nine-week grades.

Yearly Grades - Secondary Schools

Average of the four nine-week grades

Yearly Grades - Elementary Schools

Average of the four nine-week grades

Yearly Grades – Kindergarten

Average of the trimester grades

Harrison Hills City School District 10 Point Scale With Pluses and Minuses

	Grade	Point Value	Starting Percentage	Ending Percentage	Starting Point	Ending Point	Semester Test Grade
1	A	4	95	100	3.71	4.0	2
2	A-	3.7	90	94.99	3.51	3.709	1.85
3	B+	3.4	87	89.99	3.30	3.509	1.65
4	B	3.0	83	86.99	2.71	3.299	1.5
5	B-	2.7	80	82.99	2.51	2.709	1.35
6	C+	2.4	77	79.99	2.30	2.509	1.15
7	C	2.0	73	76.99	1.71	2.299	1
8	C-	1.7	70	72.99	1.51	1.709	0.85
9	D+	1.4	67	69.99	1.30	1.509	0.65
10	D	1.0	63	66.99	0.71	1.299	0.5
11	D-	0.7	60	62.99	0.70	0.709	0.35
12	F	0	0	59.99	0	.699	0

Students must have a D- average to pass for the year. On a ten point scale, this is a 60%.

CLASS RANK, VALEDICTORIAN/SALUTATORIAN GUIDELINES

Class Rank

Grade point averages are computed at the end of the year for 9th, 10th, and 11th grades. Preliminary computations for senior grade point average and class rank will be done at the end of the each semester. This information will be available for colleges, scholarship agencies, and prospective employers. However, the final ranking will not be completed until after the end of the fourth nine weeks.

In preparation for ceremonies, valedictorian, salutarian, and top ten will be decided at the end of the third nine weeks of the senior year.

Valedictorian/Salutarian Guidelines (Class of 2014 and Beyond)

In order to be named Valedictorian, a student must meet the following criteria:

A. Earn an Honors Diploma;

B. Have the highest grade point average in the graduating class based on a the board approved weighted scale for all classes taken for high school credit.

-Included in this calculation will be all grades earned for high school credit classes, including the grades through the 3rd nine weeks of the senior year.

-Students enrolled in classes through the college credit plus option taking spring semester classes will submit current grade reports at the end of the 3rd nine weeks that will be counted in the calculation.

The Salutarian must meet the same criteria as the Valedictorian, but will have the second highest grade point average in the class. In the event that two or more students have the same grade point average, the student with the highest score on the ACT/SAT will be name Valedictorian, and the student with the second highest score on the ACT/SAT will be named Salutarian. It is possible that multiple Valedictorians and/or Salutarians will be named.

Final grades on all report cards and transcripts must be on the traditional letter grading system (A, B, C, D, F), including the use of pluses or minuses to indicate the student's performance within the letter category. The only exceptions are courses offered on a Pass/Fail basis.

GRADUATION/DIPLOMA REQUIREMENTS

Students who have completed all required course work, as set forth below, but who have not successfully completed all state mandated achievement or graduation assessment requirements may return at subsequent regularly scheduled achievement or graduation assessment administrations to retake failed areas. Upon the successful completion of achievement or graduation assessment requirements, such student shall be eligible to be awarded a high school diploma.

Each diploma shall be signed by the President and Treasurer of the Board of Education, the Superintendent, and the principal of the High School, and shall bear the date of its issue.

The requirements for graduation and participation in commencement shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, including all state mandated achievement or graduation assessments.

The Superintendent shall determine whether the credit that a student has earned from another school satisfies any of the educational unit requirements for graduation, as set forth below.

Students Who Entered Ninth Grade for the First Time Before July 1, 2010

The requirements for participation in commencement and receiving a diploma shall include 20 units earned in grades 9-12, to be distributed as follows:

1. English language arts, four units;
2. Health, one-half unit;
3. Mathematics, three units;
4. Physical education, one-half unit;
5. Science, three units, which at all times shall include both of the following:
 - a. Biological sciences, one unit;
 - b. Physical sciences, one unit;
6. Social studies, three units, which shall include the following:
 - a. American history, one-half unit;
 - b. American government, one-half unit;
 - c. Beginning with students who enter 9th grade for the first time on or after July 1, 2017, at least one history and civilization; -half unit of i

7. Elective units, six units.

Each student's electives shall include at least one unit, or two half units, chosen from among the areas of business/technology, fine arts, and/or foreign language.

Students Who Entered Ninth Grade for the First Time On or After July 1, 2010

Beginning with students who enter the ninth grade for the first time on or after July 1, 2010, the requirements for participation in commencement and receiving a diploma shall include 20 units in grades 9-12 to be distributed as follows:

1. English language arts, four units;
2. Health, one-half unit, which shall include instruction in nutrition and the benefits of nutritious foods and physical activity for overall health;
3. Mathematics, four units, which shall include one unit of Algebra II or its equivalent. However, students who enter ninth grade for the first time on or after July 1, 2015, and who are pursuing a career pathway mathematics course as an alternative; -technical inst
-based
4. Physical education, one-half unit;
5. Science, three units with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following or their equivalent:
 - a. Physical sciences, one unit;
 - b. Life sciences, one unit;
 - c. Advanced study in one or more of the following sciences, one unit:
 - i. Chemistry, physics, or other physical science;
 - ii. Advanced biology or other life science;
 - iii. Astronomy, physical geology, or other earth or space science;
6. History and government, one unit, which shall include both of the following:
 - a. American history, one-half unit;
 - b. American government, one-half unit;

Beginning with students who enter the ninth grade for the first time on or after July 1, 2012, the content shall include the study of the Declaration of Independence; the Northwest Ordinance; the U.S. Constitution and its amendments, with emphasis on the Bill of Rights; and the Ohio Constitution; including study of such documents in their original context. In addition, such content shall include the historical evidence of the role of documents such as the Federalist Papers and the Anti-Federalist papers to firmly establish the historical background leading to the establishment of the provisions of the Constitution and the Bill of Rights;

7. Social studies, two units;

The study of economics and financial literacy as expressed in the social studies content standards shall be integrated into one or more existing social studies credits or into the content of another class. The academic content standards for financial literacy and entrepreneurship shall be integrated into one or more existing social studies credits or into the content of another class after the State Board of Education has adopted such standards (on or after June 30, 2010);

Beginning with students who enter 9th grade for the first time on or after July 1, 2017, the two units of instruction prescribed by this paragraph shall include at least one

-half unit of instru

8. Five units consisting of one or any combination of foreign language, fine arts (two semesters in any of grades 7-12), business, career-technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English language arts, mathematics, science, or social studies not otherwise required.

A student who enters ninth grade on or after July 1, 2010, and before July 1, 2016, may qualify for graduation even though he/she has not completed the requirements for graduation, provided that the following conditions are met:

1. During the student's third year of attending high school, as determined by the school, the student and the student's parent, guardian, or custodian sign and file with the school a written statement asserting the parent's, guardian's, or custodian's consent to the student's graduating without completing the requirements for graduation prescribed by O.R.C. §3313.603(C) and acknowledging that one consequence of not completing those requirements is ineligibility to enroll in most state universities in Ohio without further coursework. The District shall notify the Ohio Department of Education of the number of students who choose to qualify for graduation in this way and the

number of students who complete the student's success plan and graduate from high school.

2. The student and the student's parent, guardian, or custodian and a representative of the student's high school jointly develop a student success plan for the student in the manner described in O.R.C. §3313.6020(C)(1). The student success plan must specify the student matriculating to a two-year degree program, acquiring a business and industry-recognized credential, or entering an apprenticeship. The high school shall provide counseling and support for the student related to the plan during the remainder of the student's high school experience.
3. The student successfully completes, at a minimum, the curriculum prescribed for participation in commencement and receiving a diploma listed in the paragraph entitled "Students Who Entered Ninth Grade Before July 1, 2010," above.
4. Beginning with students who enter ninth grade for the first time on or after July 1, 2014, a student shall be required to complete successfully, at a minimum, the curriculum prescribed for participation in commencement and receiving a diploma listed in the paragraph entitled "Students Who Entered Ninth Grade Before July 1, 2010," above, with the following exceptions:
 - (a) Mathematics, four units, one unit of which shall be one of the following:
 - (i) Probability and statistics;
 - (ii) Computer programming;
 - (iii) Applied mathematics or quantitative reasoning;
 - (iv) Any other course approved by the ODE using standards established by the Superintendent of Public Instruction;
 - (b) Elective units, five units;
 - (c) Science, three units, which shall include inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information.

[District may include, but is not required to include the following:]

A student who participates in interscholastic athletics, marching band, or cheerleading for at least two full seasons is not required to complete the physical education one-half unit to graduate, although the student must complete one-half unit in another course of study. A student who participates in an approved JROTC program for at least two full school years is not required to complete the physical education one-half unit to graduate, and credit received for participation shall satisfy the requirement for one-half unit in another course of study.

Units earned in English Language Arts, Mathematics, Science, and Social Studies that are delivered through integrated academic and technical instruction are eligible to meet graduation requirements.

Advanced student work completed prior to the ninth grade shall be applied toward graduation requirements if the advanced work was taught by a teacher who possessed a license valid for teaching high school and designated by the Board as meeting the high school curriculum requirements.

Additional High School Diploma Requirements for Students Entering Ninth Grade On or After July 1, 2014

In addition to the applicable curriculum requirements, each student entering ninth grade for the first time on or after July 1, 2014, shall satisfy at least one of the following conditions in order to qualify for a high school diploma:

1. Be remediation-free, in accordance with standards adopted under O.R.C. §3345.061, on each of the nationally standardized assessments in English, mathematics, and reading;
2. Attain a score specified under O.R.C. §3301.0712(B)(5)(c) on the end-of-course examinations prescribed under division O.R.C. §3301.0712(B);
3. Attain a score that demonstrates workforce readiness and employability on a nationally recognized job skills assessment selected by the state board of education under O.R.C. 3301.0712(G) and obtain either an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a license issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license.

A student may choose to qualify for a high school diploma by satisfying any of the separate requirements prescribed by divisions (1) to (3) of this section. If the District does not administer the examination prescribed by one of those divisions that the student chooses to take to satisfy the requirements of this section, the District may require that student to arrange for the applicable scores to be sent directly to the District by the company or organization that administers the examination.

College and Work Ready Assessment System

Beginning with students who enter the ninth grade for the first time on or after July 1, 2014, the system of college and work ready assessments adopted by the State Board of Education shall replace the Ohio graduation tests as a measure of student academic performance and one determinant of eligibility for a high school diploma in the manner prescribed by rule of the state board, adopted under O.R.C. §3301.0712(D).

Pursuant to O.R.C. §3301.0712, beginning with the 2014-2015 school year, if a student is enrolled in an advanced placement or international baccalaureate course or is enrolled under any other dual enrollment or advanced standing program, that student shall take the advanced placement or international baccalaureate examination or applicable examination under dual enrollment or advanced standing in lieu of the physical science, American history, or American government end-of-course examinations prescribed under O.R.C. 3301.0712(B).

No student shall take a substitute examination or examination prescribed under O.R.C. §3301.0712(B)(4)(a) in place of the end-of-course examinations in English Language Arts I, English Language Arts II, Algebra I, or Geometry prescribed under O.R.C. §3301.0712(B)(2).

Any student who received high school credit prior to July 1, 2014, for a course for which an end-of-course examination is prescribed by O.R.C. §3301.0712(B)(2), shall not be required to take that end-of-course examination. Receipt of credit for that course shall satisfy the requirement to take the end-of-course examination.

Honors Diploma

Shall be granted in accordance with Ohio law.

Veterans Diploma

The Board may grant a diploma for veterans of World War II, the Korean conflict, or the Vietnam conflict in accordance with Ohio law.

The Board may also grant a diploma to any woman who left high school in any state during World War II, the Korean conflict, or the Vietnam conflict to support her family or the war effort in accordance with Ohio law.

Alternative Conditions for Graduation

This section shall apply to diplomas awarded after September 15, 2006, to students who are required to take the five Ohio graduation assessments. This section does not apply to any student who enters ninth grade for the first time on or after July 1, 2014.

As an alternative to the requirement that a person successfully complete all of the Ohio graduation assessments in order to be eligible for a high school diploma, a person who has successfully completed all but one of the assessments may be awarded a diploma if he or she has satisfied all of the following conditions:

1. On the assessment that the person failed to attain the designated score, he or she missed that score by ten points or less;

2. The person has a 97% school attendance rate in each of the last four years of school, excluding any excused absences;
3. The person has not been expelled from school in any of the last four school years;
4. The person has a grade point average of at least 2.5 in the subject area of the assessment that he or she failed in accordance with rules established by the State Board of Education;
5. The person has completed the high school curriculum requirements in the subject area of the assessment that he or she failed;
6. The person has taken advantage of any intervention programs provided by the District or school in the subject area of the assessment that he or she failed, and has a 97% attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week, or school year or has received comparable intervention services from a source other than the District or school;
7. The person holds a letter recommending graduation from each of his or her high school teachers in the subject area of the assessment that he or she failed and from the High School principal.

Children of Military Families Who Have Transferred from Another State

Pursuant to O.R.C. §3301.60, for students who are children of military families and have transferred to the District from another state (the “sending state”), the District shall waive specific courses required for graduation if the student satisfactorily completed similar coursework in a public school district in the sending state or shall provide a reasonable justification for the denial of a waiver. If a waiver is not granted, the District shall provide an alternative means for the student to acquire the required coursework so the student may graduate on time.

Where assessments are required for graduation, the District shall accept the exit or end-of-course assessments required for graduation in the sending state, national norm-referenced achievement test, or alternative testing.

If a student who has transferred into the District at the beginning of or during his or her senior year is ineligible to graduate after the District has considered the above-referenced alternatives, the District shall work with the student’s prior public school district in the sending state to determine if the student meets the graduation requirements of that district. If the sending state is not a member of the Interstate Compact on Educational Opportunity for Military Children, the District shall use its best efforts as set forth above to facilitate the on-time graduation of the student.

LEGAL REFS: O.R.C. §§3301.60; 3313.61; 3313.603; 3313.615; 3313.618; 3301.0712

Adopted: November 17, 2016

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students. At the same time, the student's right of privacy and other rights mandate careful custodianship and limitations on access to student records.

The Board of Education is responsible for the records of all students who attend or have attended this district. Only records mandated by the State or Federal government and necessary and relevant to the function of the district or specifically permitted by this Board may be compiled by district employees.

"Education Records" means those records, files, documents and other materials, subject to the exceptions listed hereinafter, which contain information directly related to a pupil and are maintained by the district or by an employee of the district. Education records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of such personnel, are used only as a personal memory aide, and are unavailable to any other person except a substitute.

The district maintains pupil education records necessary for the discharge of its educational responsibilities and in satisfaction of local, state and federal requirements. Pupil education records are and shall remain the property of the district, are intended primarily for the internal use of the district, and are confidential.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

The Superintendent or designee shall be the custodian of all pupil education records; provided, however, that the building principal or his/her designee shall be responsible for record maintenance and access within his/her building.

Pupil education records shall be disclosed only to parents of students, students, designated school officials and personnel who have a legitimate educational interest in the information and to those persons otherwise permitted by law. A school official is a person employed by the district as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the district's Board of Education. A school official also includes a contractor, consultant, volunteer, or other party who performs a school service or function, is under the direct control of the Board, an administrator, or a teacher, and is subject to the nondisclosure requirements of this policy.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. A noncustodial parent shall have the same right of access to his/her child's records as a custodial parent, except where access is limited by an agreement between the parents or by a court order. In the case of adult students (eighteen (18) years and older), parents may be allowed access

to records without student consent, provided the student is considered a dependent under section 152 of the Internal Revenue Service Code, or in a health or safety emergency. Pupils and their parents and guardians have a continuing duty to inform the custodian of any changes in education records.

The Board authorizes the administration to:

- A. Forward education records on request to a school in which a student of this district seeks or intends to enroll, or a school in the resident district for the student;
- B. Provide “personally-identifiable” information to appropriate parties as permitted by Federal regulations and State laws;
- C. Release pupil education records to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction. All such requests shall be referred to the Superintendent and a written agreement must exist between the Board and the organization before education records are released; and
- D. Inform each person or party requesting access to a student’s record of their duty to abide by Federal regulations and State laws concerning the disclosure of information.

The district shall maintain a record of those persons to whom information about a student has been disclosed. The record of disclosure shall be maintained as long as the educational record is maintained. Such disclosure records will indicate the student, person requesting or viewing the record, information disclosed, the date of disclosure, the legitimate interest the party had in requesting or obtaining the information, and, in a health or safety emergency, a description of the threat to the health or safety of a student or other individuals that formed the basis for determining that an emergency existed.

Parents or adult students shall have the right to inspect and review official student records and related information upon written request to the principal of the building to which the student is assigned. An appointment for the review of the records will be made at a mutually convenient time as soon after the receipt of the written request as possible but in all cases within forty-five (45) days of the receipt of the written request. The review will be conducted in a private setting in the presence of the principal or designated representative. Copies of the records will be provided upon request at the parent's or eligible student's expense. No material may be removed, modified, or added to the file except in accordance with current procedures or as a result of a hearing as described below. Only “directory information” regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the district’s policy and/or those permitted access by the law.

Directory Information

Each year the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance at the district; grade level; date of graduation; degrees, honors and awards received; most previous educational agency or institution attended by the student; e-mail address or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information does not include a student’s Social Security number or, if it can be used to gain unrestricted access to education records, the student’s identification number.

Parents and adult students may refuse to allow the district to disclose any or all of such “directory information” upon written notification to the district within twenty (20) days after receipt of the district’s notice.

The district shall release the names, phone numbers and addresses of students in grades nine through twelve (9-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education that requests such information. Such data shall not be released if the adult student or student’s parent submits a written request not to release such information. The notice to parents or eligible students shall inform the parent or eligible student that they have a right to prohibit all or a portion of the information to be released. The recruiting officer is to sign a form indicating that “any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces.” The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Notwithstanding the provisions set out above, no person shall release or permit access to the names or other personally identifiable information concerning any pupils attending a public school to any person or group for use in a profit making plan or activity.

Whenever parental consent is required for the inspection and/or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The district may disclose “directory information” on former students without student or parental consent.

Notification of Rights Under FERPA

The Superintendent annually shall provide notice to students and parents to ensure they are adequately informed regarding their rights to:

- A. Inspect and review the student’s education records;
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student’s rights;
- C. Consent to disclosures of personally identifiable information contained in the student’s education records, except to those disclosures allowed by the law;
- D. Challenge district noncompliance with a parent’s request to amend the records through a hearing;
- E. File a complaint with the Department of Education; and
- F. Obtain a copy of the district’s policy and administrative guidelines on student records.

The parent of a student or an eligible student who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request in writing that the records be amended.

The principal shall notify the parent or eligible student of the decision relative to the request and if the request is denied, the principal shall advise the parent or eligible student of the right to appeal the decision to the Superintendent.

Parents or adult students shall have an opportunity for a hearing to challenge the contents of the student’s education records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Such hearings shall be requested in writing of the Superintendent. Such a hearing will be held within a reasonable time after receipt of the written request for the hearing but in no event later than forty-five (45) days following the date of receipt. The parties shall receive notice of the time and place of the hearing. The hearing will be conducted by the Superintendent or a designated hearing officer. The hearings shall be conducted informally and the parent will be afforded the opportunity to present data, evidence, and opinions in support of his/her position and may be assisted or represented by individuals of his/her choice at the parent's expense. For the purpose of the hearing, copies of the student record in question will be provided the parent at the parent's expense. The hearing officer shall have the right to summon such school personnel as may be necessary to provide information and data to arrive at a fair and impartial decision in the matters at question. The findings of the hearing officer shall be reduced to writing and forwarded to the parties involved within ten (10) school days following the conclusion of the hearing. The ruling shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

If the decision is that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the hearing officer shall inform the parent or adult student of the right to place in the educational records of the student a statement commenting upon the

information and/or setting forth any reasons for disagreeing with the decision. Such statements shall be maintained as part of the educational records as long as the record or contested portion thereof is maintained by the school.

The district is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

The Board directs the Superintendent to implement and maintain a reasonable method, consisting of physical controls, technological controls, or administrative policies, to limit access by school officials to those education records in which they have a legitimate educational interest.

No liability shall attach to any member, officer, or employee of this district specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

**NOTIFICATION OF RIGHTS UNDER THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the District’s receipt of a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents or eligible students may ask the Harrison Hills City School District (“the District”) to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including, but not limited to, health, medical, and law enforcement personnel); a person serving on the District’s Board of Education; or a contractor, consultant, volunteer, or other party who performs a school service or function, is under the direct control of the Board, an administrator, or a teacher, and is subject to the nondisclosure requirements of the District’s policy.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

TO: Parents/Guardians

FROM: _____, Superintendent

DATE: September _____, 20__

The Family Educational Rights and Privacy Act (FERPA) requires each school district to provide parents and eligible students annual notification of the types of personally identifiable information that the school district has designated as directory information. The Harrison Hills City School District has designated the following information regarding students as directory information:

- Name
- Address
- Telephone Number
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Date of Graduation
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Any Other Information that would not Generally be Considered Harmful or an Invasion of Privacy if Disclosed

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult student, i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District's website.

The District will also release the name, address, and telephone number of a secondary student to military recruiters and institutions of higher education that request the information unless the parent or student direct the District not to release the information. You are permitted to prohibit the release of all of the information, or to only permit a portion of the information to be released.

***Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Therefore, if you sign and return the "Refusal to

Release Directory Information” form for your child, the District is not permitted to give out the directory information listed above, except where the school system is permitted by law to do so. This means that the School District cannot give information, without your written, dated and signed consent, about your child to any of the following or place information regarding your child on or in any of the following*:

- | | |
|--------------------------------|---|
| newspaper | athletic programs |
| yearbook | team pictures |
| school website | club pictures |
| perfect attendance list | class T-shirts |
| athletic rosters | parents’ night |
| music programs | graduation program |
| building student directories | play programs |
| elementary class pictures | scholarship information |
| student recommendation letters | student awards (month, subject area) |
| bus routes | honor roll lists |
| class lists on school doors | student projects on display in the building |
| web page | birthdays posted with student names |
| awards | class picture |
| yearbook | Valentine’s Day cards |
| invitations | Boy/Girl Scouts |

*Please note that the above list cites examples and is not all inclusive.***

Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect by filling out the form below and returning it to your child’s building principal, on or before October 1 of this school year.

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

DIRECTORY INFORMATION

Child’s Name: _____
(please print)

Parent Name: _____
(please print)

Parent Signature: _____

Date: _____ School: _____

A. I refuse to permit the District to disclose any directory information regarding the above-listed student without my prior consent, except as otherwise permitted by federal and state law. **[If this box is marked, no other boxes on this form need to be marked.]**

B. The District may disclose only certain types of directory information about my child. (For example, you can permit the District to disclose all types of directory information except for your phone number, or you could permit the District to just disclose your child's name.) Please specify your wishes below.

C. The District may only release the following types of directory information to the following person(s) for the following reasons. (For example, you can permit the District to disclose directory information only to the newspaper for publication of the honor roll. Or, you could choose to permit the District to release all types of directory information as permitted by law, except on the District's web site.) Please specify your wishes below.

Person to whom directory information
can be disclosed:

Reason for Release:

_____	_____
_____	_____
_____	_____

D. The District is not permitted to release the following information to a military recruiter or institution of higher education (check 1, 2, or all):

- Student's Name
- Student's Address
- Student's Telephone Number

Please return this form by October 1, so we can best carry out your wishes with respect to the disclosure of directory information about your child.

If you have any questions regarding this, call the building principal.

RETURN THIS FORM TO YOUR BUILDING PRINCIPAL

**** Note: Do not return this form if you give permission for the release of directory information.**

**SCREENINGS, SURVEYS, PHYSICAL EXAMINATIONS, AND
INSTRUCTIONAL MATERIALS**

Parents and students eighteen (18) years of age, or emancipated students, are entitled by Federal law to be notified of the use of surveys administered to collect protected information and to receive notice of the right to opt out of certain surveys, physical examinations, and the collection, disclosure, or use of personal information for marketing purposes, and to inspect protected information surveys, the instruments used to collect personal information from students for marketing purposes, and certain instructional material.

Therefore, all instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the district's children.

In accordance with the requirements of the No Child Left Behind Act and the Pupil Protection Rights Amendment, this policy has been developed in consultation with parents prior to its adoption.

For the purposes of this policy, the following definitions shall apply:

- A. Instructional Material – means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. Invasive Physical Examination – means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- C. Parent – includes a legal guardian or other person standing *in loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- D. Personal Information – means individually identifiable information including:
 - 1. A student or a parent's first and last name;
 - 2. A home or other physical address (including street name and the name of the city or town);
 - 3. A telephone number; or
 - 4. A Social Security identification number.

E. Survey – Includes an evaluation

Survey, Analysis, or Evaluation

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation funded in whole or in part by a program of the U.S. Department of Education that reveals information concerning any of the following without prior consent of the student (if the student is an adult student or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom the respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parent; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Inspection by Parent of Survey Created by a Third Party

Parents or eligible students shall be permitted to inspect a survey created by a third party before it is administered or distributed by the district to a student. These same procedures apply to the inspection of any survey containing one or more of items A-H above.

- A. Any parent wishing to inspect the survey or questionnaire shall submit a written request to the Superintendent or designee.
- B. The request shall identify, as specifically as possible, the material to be inspected. The Superintendent or designee reserves the right to ask the parent to amend or supplement the request if the request is vague or too general.

- C. The parent shall be provided an opportunity to inspect the survey or questionnaire no later than ten (10) school days after the district receives the parent's written request.
- D. The parent shall be contacted to schedule a mutually convenient time to inspect the survey or questionnaire.

Privacy Protection

The following arrangements have been made to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of items A-H above.

- A. The student's parent shall be notified of the survey prior to it being submitted to the student.
- B. The completed surveys will be kept in a location in which only persons who are deemed by the Superintendent or designee to have legitimate educational interests shall be permitted to view the results of the survey. Those persons with legitimate educational interests shall include, but not be limited to: the Superintendent and other administrative personnel, members of the Board, and appropriate pupil services personnel.
- C. No person shall release, cause to be released, reproduce, or cause to be reproduced or otherwise be permitted to disclose the results of any of the above-described completed surveys, except as otherwise permitted by law and this policy.

Inspection of Instructional Material

Parents and students of an appropriate age shall be permitted to inspect, upon the parent's or student's request, any instructional material used as part of the educational curriculum for the student:

- A. Any parent wishing to inspect any instructional material used as part of the educational curriculum for their child shall submit a written request to the Superintendent or designee.
- B. The request shall identify, as specifically as possible, the material to be inspected. The Superintendent or designee reserves the right to ask the parent to amend or supplement the request, if the request is vague or too general.
- C. The parent shall be provided an opportunity to inspect the material no later than ten (10) school days after the district receives the parent's written request.

- D. The parent shall be contacted to schedule a mutually convenient time to inspect the material.

Physical Examinations or Screenings

Physical examinations or screenings that the district may administer shall be administered as follows:

- A. If time permits, the parent shall be notified in writing of the district’s intent to conduct a physical examination or screening. If time does not permit, the district shall contact the parent by telephone or in person.
- B. The screening or examination shall not occur without the parent’s written or verbal consent.
- C. A physical examination or screening shall only be conducted by a licensed physician, nurse, or other person deemed to have proper medical training.

These requirements do not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification. These requirements also do not apply to a physical examination or screening administered to a student in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

Collection, Disclosure, or Use of Personal Information for the Purpose of Marketing

The methods set forth below will be used for the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such disclosure or use.

- A. The parent of a student shall have the right to inspect, upon request, any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to a student.
1. Any parent wishing to inspect any instrument used in the collection of personal information as described above shall submit a written request to the Superintendent or designee.
 2. The request shall identify, as specifically as possible, the instrument to be inspected. The Superintendent or designee reserves the right to ask the parent to amend or supplement the request if the request is vague or too general.

3. The parent shall be provided an opportunity to inspect the instrument no later than ten (10) school days after the district receives the parent's written request.
 4. The parent shall be contacted to schedule a mutually convenient time to inspect the instrument.
- B. Only directory information as defined in Board Policy 6.17 shall be released for the purpose of marketing or for selling the information, and only if the parent or adult student has not otherwise prohibited its release either under this or any other Board policy or law. Any information which is not categorized as directory information will only be released with the parent or adult student's written consent.
- C. The organization collecting the information, or to which it is given by the district, must certify that it will not disclose the information except as otherwise permitted by law.

These collection and disclosure methods do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- A. College or other post-secondary education recruitment, or military recruitment;
- B. Book clubs, magazines, and programs providing access to low-cost literary products;
- C. Curriculum and instructional materials used by elementary schools and secondary schools;
- D. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. The sale by students of products or services to raise funds for school-related or education-related activities;
- F. Student recognition programs.

Parent or Adult Student Notification

Parents of a student shall be directly notified annually, at the beginning of each school year, of the specific or approximate dates during the school year when the activities set forth below are

scheduled or expected to be scheduled. Parents of a student, and for the purposes of an activity described in paragraph A below, in the case of a student of the appropriate age, shall also have the opportunity to opt out of participation in the activities set forth below:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- B. The administration of any survey containing one or more of the following items:
 - 1. Political affiliations or beliefs of the student or the student's parent;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self incriminating, or demeaning behavior;
 - 5. Critical appraisals of other individuals with whom the respondents have close family relationships;
 - 6. Legally-recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. Except for screenings, the PPRA specifically exempts, any non-emergency, invasive physical examination or screening that is--
 - 1. Required as a condition of attendance;
 - 2. Administered by the school and scheduled by the school in advance; and
 - 3. Not necessary to protect the immediate health and safety of the student, or of other students.

Parents of a student shall be provided annual notice of the existence of this policy and their rights pursuant to this policy at the beginning of each school year and within a reasonable time after any substantive change in the policy.

The rights provided to parents under this policy transfer to the student when the student turns eighteen (18) years old, or is an emancipated minor at any age.

LEGAL REFS: No Child Left Behind Act
Pupil Protections Rights Act
O.R.C. §3313.60

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. ***Consent:*** Written parental consent will be obtained before minor students are required to submit to a survey that is funded in whole or in part by a program of the U.S. Department of Education (ED) and that reveals information concerning:
1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
 8. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
- B. ***Receive notice and an opportunity to opt a student out of --***
1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. ***Inspect,*** upon request and before administration or use --

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Board of Education has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution;
2. Administration of any protected information survey not funded in whole or in part by ED; or
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

STUDENT ACCIDENT INSURANCE

The Board recognizes that students may suffer injuries in the course of attendance at school and participation in the athletic and extracurricular programs of the schools. Accordingly, the Board will provide such insurance coverage as is authorized by law and will make available to parents insurance coverage for other contingencies.

The Board will annually endorse and provide parents the opportunity to purchase a group insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by students in school, on school grounds, at an activity sponsored by the school, while traveling between home and school, and in any activity round-the-clock.

Participation shall be voluntary and in no case shall insurance coverage be a requirement for participation in any school activity.

The Superintendent shall notify all parents of district students of the availability of group insurance.

The Board requires that students participating in interscholastic school athletics be covered by some type of accident insurance. If the latter choice is made, a copy of the policy or a resume of the coverage shall be furnished by athletic director along with a statement by the parent that such student is a beneficiary adequate to cover the expenses of all injuries such student may incur while participating in interscholastic school athletics.

STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

The purpose of this policy is to provide the general guidelines and procedures governing student conduct and discipline in the Harrison Hills City School District. The individual school buildings have student handbooks in place with guidelines that may extend those listed in this policy.

This policy is intended to comply with O.R.C. §§2923.122, 3313.66, 3313.661, 3313.662, 3313.664, 3313.665, 3313.753 and 3327.014, which require each board of education to adopt a policy regarding suspension, expulsion, removal, and permanent exclusion and specify the types of misconduct for which a student may be suspended, expelled, or removed. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who seek to preserve and maintain such an environment. The sole objective of this policy is to ensure fair and equitable handling of disciplinary problems.

Zero Tolerance

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform with school and district regulations and comply with directions from school personnel. The Board will not tolerate violent, disruptive, or inappropriate behavior, including excessive truancy, by its students. A student who fails to comply with established school or district rules or with any reasonable request made by school personnel shall be subject to discipline in accordance with the Board's Student Conduct and Disciplinary Procedures and the Code of Student Conduct. The Superintendent or designee shall develop strategies ranging from prevention to intervention to address student misbehavior.

Procedural Standards

During the time of suspension, expulsion, or removal, the student (if he/she is eighteen (18) years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the student. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

The suspended or expelled student may receive credit for work which takes place in the classroom while he/she is on suspension or expulsion. The suspended or expelled student also may make up work missed while on suspension or expulsion subject to any terms and conditions imposed by the principal and/or Superintendent.

A student who is suspended or expelled from his or her vocational program through the Joint Vocational School District is also to be regarded as suspended or expelled from the Harrison Hills City School District.

Definitions

Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function.

Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).

Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding three (3) school days, of permission to attend school and to take part in any school function.

Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled for a period of less than one (1) school day.

Permanent Exclusion means the prohibition of a student forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.

Expulsion

The Superintendent is the only school administrator who may expel a student. Whenever an incident occurs that may lead to an expulsion, the principal or assistant principal may suspend a student prior to the expulsion hearing. In addition, the principal or assistant principal will send written notice within one (1) school day of his recommendation for expulsion to the Superintendent and to the parent(s). The Superintendent shall give the student and his/her parent, guardian, or custodian written notice of the intention to expel the student and provide the student and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:

- The reason(s) for the intended expulsion.
- Notification of the right of the student and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to

challenge the reason(s) for the intended expulsion or to otherwise explain the student's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.

- The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, his/her refusal will be noted in the presence of a witness.
- If the proposed expulsion is based upon a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.

The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story. The student and parents will be given full opportunity to present matters in defense or mitigation.

The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the Harrison Hills City School District for any reasons after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school, the Superintendent shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

Compliance with all provisions of the Board of Education policy have been met at this point in the expulsion process. The decision must now be made to expel or not to expel. If the decision is to expel, then within one (1) school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the action to expel in writing. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:

- The reason(s) for the expulsion.
- Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice

shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of expulsion.

- The right of representation at the appeal.
- The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
- Notification that the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F) if the student is sixteen (16) years of age or older.
- Notification that the Superintendent may seek the student's permanent exclusion if the expulsion is based upon a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
- If the Superintendent expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.

An appeal of the expulsion must be made within fourteen (14) days of the date of the notice of expulsion. A student or his/her parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the student, parent, guardian, custodian or representative. A verbatim record shall be made of the hearing.

The Board of Education or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion. The action of the Board or its designee on the expulsion must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

Suspension

The Superintendent, principal, assistant principal or dean of students are the only school administrators who may suspend a student. Whenever an incident occurs that may lead to a suspension, the principal or assistant principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident with the principal or assistant

principal, this investigation shall include discussion with the student so that the student may be given an opportunity to be heard.

The Superintendent, principal, assistant principal, or dean of students must give the student written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the student is sixteen (16) years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the student if he/she is convicted or adjudicated a delinquent child for the violation.

The student shall be provided an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness. The principal or assistant principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing. Appeal procedures do not apply.

Compliance with all provisions of the Board of Education policy have been met at this point prior to a suspension. The decision must now be made to suspend or not to suspend. If the decision is to suspend, then within one (1) school day of the decision to suspend, the Superintendent, principal, assistant principal, or dean of students must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the action to suspend in writing. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. The notice of suspension must include:

- The reason(s) for the suspension.
- The duration of the suspension.
- Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension.
- The right of representation at the appeal.

- The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
- Notification that the Superintendent may seek the student's permanent exclusion if the suspension is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.

An appeal of the suspension must be made within fourteen (14) days of the date of the notice of suspension. A student or the parent, guardian, or custodian may appeal the suspension to the Board of Education or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be held in executive session upon the request of the student, parent, guardian, custodian, or representative of the student. A verbatim record of the appeal hearing shall be made.

The Board or designee can act only after a hearing, if requested, has been held. The Board or designee may affirm, reverse, vacate, or modify the suspension. The action of the Board or designee on the suspension must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board or designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

Removal From Extracurricular Activities

A student may be denied the privilege of participating in any particular or all extracurricular activities of the district or of a school of the district for up to one (1) full school year in accordance with the procedures contained within Board of Education Policy 6.22.

Suspension of School Bus Riding Privileges

A student may be suspended from any particular or all school bus riding privileges of the district for up to one (1) full school year in accordance with the procedures set forth in Board of Education Policy 6.23.

Emergency Removal by Teacher

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student from curricular activities under his/her supervision, but not from the premises.

During school hours the student must be sent to the office. If a teacher makes an emergency removal for one (1) school day or more, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.

A due process hearing must be held within three (3) school days after removal is ordered. Procedures for this hearing are the same as for a suspension or expulsion hearing. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

Emergency Removal by Administrator

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, principal, or assistant principal may remove a student from curricular activities or from the school premises.

If it is intended that the student be removed for more than one (1) school day, a due process hearing must be held within three (3) school days after the removal is ordered. Procedures for this hearing are the same as for a suspension or expulsion hearing. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

In an emergency removal a student can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.

Disciplinary Removal

A student shall be given written notification of the charges against him/her by the administrator. The student must have the opportunity to appear at an informal hearing before the principal, assistant principal, or dean of students to challenge the reasons for the intended removal or otherwise to explain his/her actions. Students shall be given an opportunity to challenge the charges and present their side of the story.

The administrator shall make the decision to remove or not to remove, and shall notify the student orally of that decision. If the student is removed, the administrator shall notify the parent or

guardian within one (1) school day, in writing, of the removal, including the length of the removal and reason(s) for the removal.

Less than Twenty-Four (24) Hour Removal

In all cases of normal disciplinary procedures where a student is removed from a curricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, or in the case of a student given an in-school suspension served in a school setting, the due process requirements of this policy do not apply.

Permanent Exclusion

A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

- a. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm onto any property owned or controlled by (including a school bus), or to any activity held under the auspices of the Board;
- b. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of the Board;
- c. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of the Board;
- d. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of the Board;
- e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:
 1. O.R.C. §2903.01, aggravated murder;

2. O.R.C. §2903.02, murder;
 3. O.R.C. §2903.03, voluntary manslaughter;
 4. O.R.C. §2903.04, involuntary manslaughter;
 5. O.R.C. §2903.11, felonious assault;
 6. O.R.C. §2903.12, aggravated assault;
 7. O.R.C. §2907.02, rape;
 8. O.R.C. §2907.05, gross sexual imposition; or
 9. O.R.C. §2907.12, felonious sexual penetration.
- f. Complicity in any violation set forth in the above section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the Board.

If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when he/she was sixteen (16) years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board of Education a request that the student be permanently excluded from public school attendance if the following apply:

- a. After obtaining or receiving proof of the conviction or adjudication, the Superintendent or designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees and gives the student and his/her parent, guardian, or custodian, written notice that the Superintendent intends to recommend to the Board that the Board adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student from public school attendance.
- b. The Superintendent or designee forwards to the Board the Superintendent's written recommendation which includes the determination that the Superintendent made pursuant to this Board policy and a copy of the proof he/she received showing that the student has been convicted of or adjudicated a delinquent child for a violation listed in the section on reasons for permanent exclusion that was committed when the student was sixteen (16) years of age or older.

- c. Within fourteen (14) days after receipt of a recommendation from the Superintendent that a student be permanently excluded from public school attendance, the Board may adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student who is the subject of the recommendation from public school attendance, only after review and consideration of all of the following available information:
1. The academic record of the student and a record of any extracurricular activities in which he/she was previously involved;
 2. The disciplinary record of the student and any available records of his/her prior behavioral problems other than the behavioral problems contained in the disciplinary record;
 3. The social history of the student;
 4. The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems;
 5. Evidence regarding the seriousness of and any aggravating factors related to the offense that is the basis of the resolution seeking permanent exclusion;
 6. Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion;
 7. Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in a public school setting;
 8. Evidence regarding the probable disruption of the teaching of any graded course of study by the continued presence of the student in a public school setting;
 9. Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or of school employees and without posing a threat of the disruption of the teaching of the district's graded course of study.

If the Board does not adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student, it shall immediately send written notice of that fact to the Superintendent, to the student who was the subject of the proposed resolution, and to that student's parent, guardian, or custodian.

If the Board adopts a resolution requesting the Superintendent of Public Instruction to permanently exclude the student, the Board shall immediately forward to the Superintendent of Public Instruction the written resolution, proof of the conviction or adjudication that is the basis of the resolution, a copy of the student's entire school record, and any other relevant information, and shall forward a copy of the resolution to the student who is the subject of the recommendation and to his/her parent, guardian, or custodian.

The Board shall designate a representative to present its case for permanent exclusion to the Superintendent of Public Instruction or referee appointed by him/her. At the adjudication hearing held pursuant to O.R.C. §3301.121, the representative of the Board shall present evidence in support of the requested permanent exclusion.

Recommendation for Revocation of Permanent Exclusion

The Superintendent, upon determining that the school attendance of a student who has been permanently excluded from public school attendance will no longer endanger the health and safety of other students or school employees, may issue to the Board a recommendation, including the reasons for the recommendation, that the permanent exclusion of a student be revoked and the student be allowed to return to the public schools of the State.

Upon receipt of the recommendation of the Superintendent that the permanent exclusion of a student be revoked, the Board may adopt a resolution by a majority vote of its members requesting that the Superintendent of Public Instruction revoke the permanent exclusion of the student. Upon adoption of the resolution, the Board shall forward a copy of the resolution, the reasons for the resolution, and any other relevant information to the Superintendent of Public Instruction.

Probation

A student who has been permanently excluded pursuant to this policy and O.R.C. §3301.121 may request that the Superintendent admit the student on a probationary basis for a period not to exceed ninety (90) school days. Upon receiving the request, the Superintendent and principal may enter into discussions with the student and with the student's parent, guardian, or custodian, or a person designated by the student's parent, guardian, or custodian to develop a probationary admission plan designed to assist the student's probationary admission to the school. The plan may include a treatment program, a behavioral modification program, or any other program reasonably designed to meet the educational needs of the student and the disciplinary requirements of the school.

If the Superintendent, the student, and the student's parent, guardian, or custodian, or a person designated by the student's parent, guardian, or custodian, agree upon a probationary admission plan, the Superintendent shall issue to the Board of Education a recommendation that the student be allowed to attend school within the district under probationary admission, the reasons for the recommendation, and a copy of the agreed-upon probationary admission plan. Within fourteen (14)

days after the Board receives the recommendation, reasons, and plan, the Board may adopt the recommendation by a majority vote of its members. If the Board adopts the recommendation, the student may attend school under probationary admission for a period not to exceed ninety (90) days or any additional probationary period permitted under this policy.

If a student is permitted to attend school under probationary admission pursuant to this policy and fails to comply with the probationary admission plan, the Superintendent may immediately remove the student from the school and issue to the Board a recommendation that the probationary admission be revoked. Within five (5) days after the Board receives the recommendation, the Board may adopt the recommendation to revoke the student's probationary admission by a majority vote of its members. If a majority of the Board does not adopt the recommendation to revoke the student's probationary admission, the student shall continue to attend school in compliance with the probationary admission plan.

If a student who is permitted to attend school under probationary admission pursuant to this policy, complies with the probationary admission plan prepared pursuant to this policy, the student or his/her parent, guardian, or custodian, at any time before the expiration of the ninety (90) day probationary admission period, may request the Superintendent to extend the terms and period of his/her probationary admission for a period not to exceed ninety (90) days or to issue a recommendation that the student's permanent exclusion be revoked and the student be allowed to return to the public schools of the state.

If a student is granted an extension of his/her probationary admission, the student or his/her parent, guardian, or custodian, in the manner described in this policy, may request and the Superintendent and Board, in the manner described, may recommend and grant subsequent probationary admission periods not to exceed ninety (90) days each. If a student who is permitted to attend school under an extension of a probationary admission plan complies with the probationary admission plan prepared pursuant to the extension, he/she or his/her parent, guardian, or custodian, may request a revocation of the student's permanent exclusion in the manner described in this policy.

Any extension of a probationary admission requested by a student, his/her parent, guardian, or custodian, pursuant to this policy shall be subject to the adoption and approval of a probationary admission plan in the manner described in this policy, and may be terminated as provided herein.

If the student has complied with any probationary admission plan and the Superintendent issues a recommendation that seeks revocation of the student's permanent exclusion pursuant to this policy, the student's compliance with any probationary admission plan may be considered along with other relevant factors in any determination or adjudication conducted pursuant to this policy.

Except as provided in this policy, any information regarding the permanent exclusion of a student shall be included in the student's official records, and shall be included in any records sent to any school district that requests the student's records.

When a student, who has been permanently excluded from public school attendance, reaches the age of twenty-two (22) or when the permanent exclusion of a student has been revoked, all references to the permanent exclusion from the student's file shall be removed and destroyed. A student who has reached the age of twenty-two (22) or whose permanent exclusion has been revoked, may send a written notice to the Superintendent requesting the Superintendent to ensure that the records are removed from the student's file and destroyed. Upon receipt of the request and a determination that the student is twenty-two (22) years of age or older, or that the student's permanent exclusion has been revoked, the Superintendent shall ensure that the records are removed from the student's file and destroyed.

This policy does not and shall not be construed to prohibit any person who has been permanently excluded pursuant to this policy and O.R.C. §3301.121 from seeking a certificate of high school equivalence. A person who has been permanently excluded may be permitted to participate in a course of study in preparation for the tests of general educational development, except that he/she shall not participate during normal school hours in that course of study in any building or structure owned or controlled by this Board of Education.

This policy does not, and shall not be construed to relieve this Board from any requirement under O.R.C. §§2151.357 or 3313.64 to pay for the costs of educating any student who has been permanently excluded pursuant to this policy. Except as otherwise authorized by O.R.C. §§2151.358, 3301.121, and 3313.662, any school employee in possession of or having access to sealed adjudication records of a student that were the basis of the student's permanent exclusion who knowingly releases, disseminates, or makes available for any purpose involving employment, bonding, licensing, or education to any person or to any department, agency, or other instrumentality of the state, or of any of its political subdivisions, any information or other data concerning any arrest, complaint, trial, hearing, adjudication, or correctional supervision, the records of which have been expunged or sealed pursuant to this section, is guilty of divulging confidential information, a misdemeanor of the fourth degree.

The failure of the Superintendent or the Board to provide the information regarding the possibility of permanent exclusion in the notices required by this policy is not jurisdictional, and the failure shall not affect the validity of any suspension or expulsion procedure that is conducted in accordance with this policy or the validity of a permanent exclusion procedure that is conducted in accordance with O.R.C. §§3301.121 and 3313.662.

Dangerous Weapons, Criminal Acts, and Bomb Threats

The Board is committed to providing the students of the district with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive

device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above.

Students are prohibited from bringing or possessing a firearm or an object indistinguishable from a firearm, whether or not the object is capable of being fired, on school property, in a school vehicle (including a school bus), to an interscholastic competition, an extracurricular event, or to any other school sponsored program or activity that is not located in a school or on property that is owned or controlled by the district. If a student brings or possesses a firearm on school property, in a school vehicle, to an interscholastic competition, an extracurricular event, or to any school program or activity that is not located in a school or on property that is owned or controlled by the district, the Superintendent shall expel the student from school for a period of one (1) calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with state law and this policy.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent or motivation of the student.

Students are also prohibited from bringing to or possessing knives on school property, in a school vehicle, at an interscholastic competition, an extracurricular event, or at any school program or activity sponsored by the school district or in which the district is a participant. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings or possesses a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school for a period not to exceed one (1) calendar year, with the same expulsion implications as noted above.

The Board extends the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

The Superintendent may also expel a student for a period not to exceed one (1) calendar year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at school, on any other property owned or controlled by the Board, or at any interscholastic competition, extracurricular event, or any other school program or activity. Any expulsion shall extend as necessary into the school year following

the school year in which the incident occurred, and may be reduced by the Superintendent on a case-by-case basis for the reasons set forth above.

Finally, the Superintendent may expel a student for a period of one (1) calendar year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion shall extend as necessary into the school year following the school year in which the incident occurred, and may be reduced by the Superintendent on a case-by-case basis for the reasons set forth above.

Disabled Students

It shall be the policy of this Board of Education that a child with a disability shall be disciplined only in accordance with state and federal law.

Posting

A copy of this policy together with the Code of Student Conduct shall be posted in a central location in each school in the district and made available to students upon request.

Corporal Punishment

The use of corporal punishment as a means of discipline is prohibited in the Harrison Hills City School District. This policy shall not prohibit teachers, principals, administrators, and nonlicensed employees from using such force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property as provided in O.R.C. §3319.41(G).

Student Handbooks

Disciplinary procedures and codes of conduct shall be developed by building administrators, shall appear in their handbooks, and shall be approved by the Board of Education.

Student Seeking Admission From Another District

The Harrison Hills City School District may temporarily deny admittance to any student who is otherwise entitled to be admitted to a public school if the student has been suspended or expelled from the schools of another district in the State of Ohio or an out-of-state district and if the period of the suspension or expulsion has not expired.

The student and parent(s) will be provided an opportunity for a hearing upon their request. The hearing will be held before the Superintendent or designee to determine if the student should be admitted before the end of his/her suspension or expulsion time frame. The Superintendent will determine the admittance or non-admittance of the student.

**HARRISON HILLS CITY SCHOOLS
NOTICE OF INTENT TO EXPEL**

(To Student and Parent)

TO: _____ Date: _____

This is to notify you that _____ may be expelled from school pursuant to O.R.C.
(Student's Name)

§3313.66(B) for a period of _____. Expulsion from school means that while the child is expelled he/she is not allowed to come to school, attend classes or extracurricular activities, or otherwise participate in other school-related activities. The reason(s) the child may be expelled from school is/are as follows:

in violation of paragraphs _____ of the Code of Student Conduct.

This will also notify you that the Superintendent may seek to permanently exclude the child, if the child is convicted of or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the child was sixteen (16) years of age or older at the time of such violation.

You and your child have the opportunity to appear before the Superintendent or his/her designee to challenge the reasons for the possible expulsion or to otherwise explain the child's actions. The hearing is to be held not less than three (3) nor more than five (5) school days after this notice is given, but if you are unable to attend at the time indicated below, you have the right to request an extension. If an extension is granted you will be notified of the new time and place. If you do not wish to appear for a meeting, please notify me immediately.

The hearing is to be conducted at _____ .m. on _____
20____, at _____
_____.

Superintendent

cc: Student

HARRISON HILLS CITY SCHOOLS
NOTICE OF EXPULSION

(To Parent)

TO: _____ Date: _____

This notice will inform you that _____ has been expelled from
school from _____ to _____. (Student's Name)
The reason(s) for the expulsion is/are as follows:

in violation of paragraphs _____ of the Code of Student Conduct.

You have the right to appeal this decision to the Board of Education or to its designee; to be granted a hearing before the Board or its designee in order to be heard against the expulsion; to be represented in the appeal proceeding by a representative of your choosing; and to request that the hearing be held in executive session. If you wish to schedule an appeal hearing in this matter, please immediately notify the Treasurer of the Board of Education. You should also inform the Treasurer of those persons who will be present at the hearing, including the name of any representative you may choose to bring. Your written notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of this Notice of Expulsion.

Please be aware the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F), if the pupil was sixteen (16) years of age or older at the time of such violation.

This will also notify you that the Superintendent may seek the pupil's permanent exclusion, if the pupil is convicted of or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the pupil was sixteen (16) years of age or older at the time of such violation.

Superintendent

cc: Treasurer of Board of Education
Student

**HARRISON HILLS CITY SCHOOLS
NOTICE OF INTENT TO SUSPEND**

(To Student)

NAME OF STUDENT _____ DATE _____

ADDRESS _____ GRADE _____

PARENT, GUARDIAN OR CUSTODIAN _____

ADDRESS _____

SCHOOL _____

This notice will inform you that you may be suspended from school pursuant to O.R.C. §3313.66(A). Suspension from school means that while you are suspended you are not allowed to come to school, attend classes or extra-curricular activities, or otherwise participate in other school-related activities. The reason(s) you may be suspended from school is/are as follows:

in violation of paragraphs _____ of the Code of Student Conduct.

This is also to notify you that the Superintendent may seek to permanently exclude you if you are convicted of, or adjudicated a delinquent child for, a violation listed in O.R.C. §3313.662(A), and if you were sixteen (16) years of age or older at the time of such violation.

You now have the opportunity to meet with the appropriate school official (principal, assistant principal, superintendent, or superintendent's designee) at an informal hearing to challenge the reason(s) for the intended suspension, or otherwise explain your actions.

Superintendent, Principal, or Assistant Principal

I hereby acknowledge receipt of this Notice of Intent to Suspend and if age eighteen (18) or older, I consent to notification of my parent, guardian, or custodian.

Signature of Student

Date

HARRISON HILLS CITY SCHOOLS
NOTICE OF SUSPENSION

(To Parent)

TO: _____
Date: _____

This letter is to officially notify you that as of _____, your child,

(date)
_____, is suspended from school for a period of _____
(Student's Name)
school days. The incident which caused this suspension has been discussed with your child at an
informal hearing. The reason(s) for the suspension is/are as follows:

in violation of paragraphs _____ of the Code of Student Conduct.

During this suspension, your child will not be permitted to participate in any school activities or to enter any
school premises. Academic credit will be lost during the period of the suspension. Your child will be
permitted to return to school on _____.
(date)

You have the right to appeal this suspension to the Board of Education, or the Board's appointed designee,
if applicable; to have a hearing before the Board of Education or its designee in order to be heard against
the suspension; to request that the hearing be held in executive session; and to be represented at the
hearing. If you wish to schedule an appeal hearing in this matter, please immediately notify the Treasurer
of the Board of Education, in writing. Your written notice of intent to appeal must be postmarked no later
than fourteen (14) days after the date of the Notice of Suspension.

This will also notify you that the Superintendent may seek your child's permanent exclusion if he/she is
convicted of, or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the
pupil was sixteen (16) years of age or older at the time of such violation.

Superintendent, Principal, or Assistant Principal

cc: Treasurer of Board of Education
Student

HARRISON HILLS CITY SCHOOLS
NOTICE OF ASSISTANCE PROGRAMS

Pursuant to O.R.C. §3313.66(D), when a pupil is expelled from school for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, this notice is provided to the pupil and his/her parent, guardian, or custodian.

This is to provide notice of the names, addresses, and phone numbers of public and private agencies which provide services or programs that work toward improving those aspects of the pupil's attitudes and behaviors that contributed to the incident which gave rise to the expulsion.

NAMES

ADDRESSES

PHONE NUMBERS

CODE OF STUDENT CONDUCT

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Harrison Hills City District Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, Saturday school, alternative school, emergency removal, disciplinary removal, in-school suspension, out-of-school suspension, expulsion, and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A. Academic Dishonesty

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

B. Arson/Attempted Arson

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

C. Assault, Assault and Battery

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

D. Complicity

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

E. Damage to Property

A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.

F. Disrespect/Disobedience

A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.

G. Disruption of School/Disorderly Conduct

A student shall not cause any disruption of any classroom activity, or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.

H. Distribution or Sale of Unauthorized Materials

A student shall not distribute or sell unauthorized materials on school property.

I. Dress or Appearance

A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, causes disruption of or directly interferes with the educational process, or attracts undue attention.

J. Failure to Pay Tuition

A student shall promptly pay any necessary tuition for school attendance and other approved charges.

K. Failure to Serve School Discipline

Refusing to serve an in-school suspension, Saturday school, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

L. False Alarms/Bomb Threats

A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's fire alarm system in any manner.

M. False Reports/Forgery

Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.

N. Fighting

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.

O. Gambling

A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

P. Hazing

A student shall not participate in hazing or other degrading or disgraceful acts.

Q. Illegal Possession of Building Keys and Unauthorized Entry

A student shall not possess, use, transmit or conceal any building keys without proper authorization or enter any building outside of school hours without permission.

R. Insubordination/Defiance

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

- Disobedience or disrespect toward any staff member
- Not serving assigned detentions
- Not following school rules or proper procedures
- Not following assigned schedule/being in an unauthorized area
- Chronically tardy to school or class
- Repeated misbehavior after warning

S. Intimidation/Harassment/Menacing

A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.

T. Loitering/Trespassing/Leaving School Property

A student shall not loiter or delay in any way that may cause disruption of some activity or function. A student shall not trespass on the property of another or leave school property or assigned area prior to specified dismissal time without official permission.

U. Misuse of a Computer/Cell Phone

Students shall not use a computer or cell phone to obtain access to or transmit lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer, a computer program, or a cell phone.

V. Misuse of Vehicles on School Property

A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

W. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia

A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

X. Participation in Extra-curricular Activities

A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.

Y. Prescription or Non-prescription Drugs

A student shall not sell or distribute, buy, or possess prescription or non-prescription drugs. A student must follow the procedure for use of such medications at school.

Z. Profane, Obscene or Vulgar Language/Gestures

A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.

AA. Public Display of Affection

Students shall not engage in public displays of affection on school property.

BB. Prohibited Articles

Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, radios of any kind, tape players, personal pagers and TV sets, telephones, and other electronic communication devices, and laser pointers. An exception to this prohibition includes students who are active members of a volunteer fire fighting organization or a volunteer emergency medical service organization. Cell phones must be turned off and kept out of sight during the school day. Students in violation of this policy will have their cell phone confiscated by the principal or teacher. Confiscated cell phones must be picked up at the school by the student's parent.

CC. Punctuality and Tardiness

All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school.

DD. Repeat Offenses

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

EE. School Buses

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

FF. Sexual Harassment

A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:

- Sexual flirtation, touching, advances, or propositions
- Verbal or physical abuse of a sexual nature
- Graphic or suggestive comments about an individual's dress or body
- The use of sexually degrading words to describe an individual
- Displaying sexually aggressive objects or photographs
- Sexually explicit or obscene jokes

GG. Shakedown/Strong Arm/Extortion

A student shall not force another person to give him/her money or articles of value.

HH. Theft

A student shall not take or attempt to take the property of others without their consent.

II. Throwing of Objects

A student shall not throw any object without authorization, including, but not limited to snowballs.

JJ. Tobacco

A student shall not possess, smoke, smell of, or otherwise make use of tobacco of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time.

KK. Truancy

A student shall not be absent from school without parental and school approval.

LL. Vandalism

A student shall not attempt to act or act in a way that result in the destruction or defacement of school or private property.

MM. Violation of Federal or State Statutes

Students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations.

NN. Weapons and Dangerous Instruments

A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordnances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.

OO. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

REMOVAL FROM EXTRACURRICULAR ACTIVITIES

The participation in extra- curricular activities is a privilege held by Harrison Hills City School District students, and not a right. This privilege can be taken away if a student violates the Athletic Code of Conduct, or the Student Code of Conduct. Athletes are school role models and, therefore should conduct themselves as such. This policy shall be posted in a central location in each school building, and will be made available to students upon request.

The Superintendent, principal, assistant principal, or dean of students may deny a student the privilege of participating in any particular or all extra-curricular activities for a stated period of time, but not to exceed one (1) full school year.

Students who are expelled from school shall not participate in or attend any extra-curricular activities for the duration of the expulsion.

A student who is absent the day of an extra-curricular event shall not participate in the scheduled activity.

A student athlete shall not use, distribute, sell, possess, or promote, any alcohol, tobacco, drug, look-alike drug, or other illegal product on or off school grounds at any time.

A student athlete shall not engage in a fight or physical altercation which causes or threatens to cause harm to another person at any time.

A student athlete shall not engage in the use of anabolic steroids or any other illegal performance enhancing drug at any time.

A student athlete shall not engage in profanity or disrespectful language on the playing field toward another student athlete, coach, fan, or official. To do so would violate the spirit of sportsmanship promoted by the Harrison Hills City School District.

Procedure

Any student who is the subject of a removal had the right to notice of that removal and opportunity to be heard with regard to that suspension.

The student athlete's coach may present the charges to the student with the student having the opportunity to respond to the charges as a matter of the athletic courtesy.

Before being removed, the Superintendent, principal, assistant principal, or dean of students considering the removal shall provide the student with the following:

- A. Written notice of the intended removal, the length of the intended removal, and the reasons for the intended removal; and
- B. An opportunity to appear at an informal hearing before the Superintendent, principal, assistant principal, or dean of students to challenge the reason for the removal, or to otherwise explain the student's actions.

If a removal is imposed, the student will receive written notice of the removal, including the reasons for the removal, the beginning, and the end date of the removal. The decision of the Superintendent, principal, or assistant principal shall be final.

HARRISON HILLS CITY SCHOOL DISTRICT
**NOTICE OF INTENDED REMOVAL FROM
EXTRA-CURRICULAR ACTIVITY**

(Name of Student) (Date)

This notice is to tell you that you may be removed from _____. To be removed from _____ means you may not participate for _____
_____. The reason(s) you may be removed from _____
is _____

This removal will include all activities such as banquets, awards, ect., which pertain to this co-curricular function. You will have the chance to meet with me at an informal hearing to ask questions, tell me your side of what happened, question my reasons for the removal and explain what you did or what happened.

(Signature of School Official)

I have received a copy of this notice of intended removal from co-curricular activity.

(Signature of Student)

FOR 18 YEAR OLD STUDENT ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

(Signature of Student)

HARRISON HILLS CITY SCHOOL DISTRICT

**NOTICE OF REMOVAL FROM
EXTRA-CURRICULAR ACTIVITY**

(Name of Student) _____ (Date)

This notice is to tell you that you may be removed from _____. To be removed from _____ means you may not participate for _____
_____. The reason(s) you may be removed from _____
is _____

This removal will include all activities such as banquets, awards, ect., which pertain to this co-curricular function.

An appeal may be made to the Superintendent within three (3) school days.

(Signature of School Official)

I have received a copy of this notice of intended removal from co-curricular activity.

(Signature of Student)

FOR 18 YEAR OLD STUDENT ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

(Signature of Student)

STUDENT CONDUCT ON SCHOOL BUSES

In view of the fact that a bus is an extension of the classroom, the Board of Education requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the principal or designee by the bus driver.

Children who become a disciplinary problem on the school bus may have their riding privileges suspended by the principal. Before a suspension from bus/vehicle riding privileges is imposed, the principal or designee will provide a student with notice of an intended suspension and an opportunity to appear before the designee. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Bus Rider Rules

Drivers are held responsible for the orderly conduct of the students. Listed below are the rules and regulations which students must follow while in transit to and from school. Any violation of these established rules or the rules set forth in the Code of Student Conduct will result in disciplinary action by school authorities.

- A. Students must board and depart buses at the assigned stop.
- B. While at bus stops students:
 - 1. Must avoid walking or playing on lawns or abusing other people's property.
 - 2. Must not fight or push.
 - 3. Must not throw any objects at cars or buses.
 - 4. Must not walk or play in the street.
 - 5. Students are expected to be at their bus stops 5 minutes prior to the arrival of the bus, unless an emergency or extenuating circumstances prevail. Bus drivers will not delay their routes for tardy students.
- C. Students must sit in assigned seats upon boarding the bus.
- D. Students must remain seated while the bus is in motion.
- E. No food or drink will be consumed while a passenger on the bus.
- F. Smoking or using any flammable material will result in suspension from the bus.

- G. Loud or profane language will not be permitted.
- H. Fighting policy: Fighting will not be tolerated on the bus and may result in immediate suspension. Discipline to be determined by the principal of the school.
- I. Destruction of seats or any other bus parts will be grounds for suspension and action may be taken against the parents.
- J. Students will not be discourteous to the driver.
- K. Hitting or pushing students on the bus will not be tolerated and will constitute fighting.
- L. Students will board bus immediately after dismissal bell.
- M. Students will ride only assigned buses unless they have written permission from the parent and approved by the principal.
- N. No high school students are permitted to ride the elementary or middle school bus.
- O. No glass objects are permitted on the bus.
- P. No live animals are permitted on the bus.
- Q. No drugs, firearms, dangerous ordinance, or anything that might be considered a weapon is permitted on the bus and will be just cause for immediate suspension from the bus and possible criminal action.
- R. At All Times
 - 1. The above regulations would apply to any trip under school sponsorship. School rules and regulations are to be followed at all times.
 - 2. Pupils shall respect the wishes of chaperones appointed by the school officials.
 - 3. Help look after the safety and comfort of small children.
 - 4. Any action that endangers the safety and welfare of any person is forbidden.

This Policy shall be posted in a central location in each building of the District and made available to students upon request.

BUS CONDUCT REPORT HARRISON HILLS CITY SCHOOL DISTRICT	STUDENT'S NAME		CLASS-GRADE	DATE OF INCIDENT			
	BUS NO.	TRIP NO.	DRIVER'S NAME				
NOTICE TO PARENTS							
<p>1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.</p> <p>2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.</p>							
DRIVER'S REPORT:							
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • VIOLATION OF SAFETY PROCEDURES • DESTRUCTION OF PROPERTY • FIGHTING - PUSHING - TRIPPING • </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • EXCESSIVE MISCHIEF • WRITING • SMOKING </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • EATING - DRINKING - LITTERING • RUDE - DISCOURTEOUS - ANNOYING • UNACCEPTABLE LANGUAGE </td> </tr> </table> <hr/> <hr/> <hr/>					<ul style="list-style-type: none"> • VIOLATION OF SAFETY PROCEDURES • DESTRUCTION OF PROPERTY • FIGHTING - PUSHING - TRIPPING • 	<ul style="list-style-type: none"> • EXCESSIVE MISCHIEF • WRITING • SMOKING 	<ul style="list-style-type: none"> • EATING - DRINKING - LITTERING • RUDE - DISCOURTEOUS - ANNOYING • UNACCEPTABLE LANGUAGE
<ul style="list-style-type: none"> • VIOLATION OF SAFETY PROCEDURES • DESTRUCTION OF PROPERTY • FIGHTING - PUSHING - TRIPPING • 	<ul style="list-style-type: none"> • EXCESSIVE MISCHIEF • WRITING • SMOKING 	<ul style="list-style-type: none"> • EATING - DRINKING - LITTERING • RUDE - DISCOURTEOUS - ANNOYING • UNACCEPTABLE LANGUAGE 					
PRELIMINARY ACTION: <ul style="list-style-type: none"> • CHECKED STUDENT'S FOLDER • HELD CONFERENCE WITH STUDENT • CONSULTED COUNSELOR • SENT PREVIOUS REPORT HOME • TELEPHONED PARENT • <hr/> <hr/> <hr/>	PRESENT ACTION AND RECOMMENDATIONS: <ul style="list-style-type: none"> • STUDENT REGRETS INCIDENT, COOPERATIVE • RECURRING INCIDENTS WILL BE REPORTED • STUDENT DENIED BUS PRIVILEGE UNTIL _____ • <hr/> <hr/> <hr/>						

DRIVER'S SIGNATURE

ADMINISTRATOR'S SIGNATURE

DATE

HARRISON HILLS CITY SCHOOL DISTRICT
**NOTICE OF INTENDED SUSPENSION OF
BUS RIDING/TRANSPORTATION PRIVILEGES**

_____ (Name of Student) _____ (Date)

This notice is to tell you that you that your bus riding/transportation privileges may be suspended until _____ . This means that you will be responsible for your own transportation to and from school and school activities. The reason(s) that your privileges may be suspended is _____

You will have the chance to meet with me at an informal hearing to ask questions, tell me your side of what happened, question my reasons for the suspension and explain what you did or what happened.

(Signature of School Official)

I have received a copy of this notice of intended suspension of bus riding/transportation privileges.

(Signature of Student)

FOR 18 YEAR OLD STUDENTS ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

(Signature of Student)

HARRISON HILLS CITY SCHOOL DISTRICT
**NOTICE OF SUSPENSION OF
BUS RIDING/TRANSPORTATION PRIVILEGES**

_____ (Name of Student) _____ (Date)

This notice is to tell you that your bus riding/transportation privileges have been suspended until _____ . The reason(s) for the suspension is _____

This means that you are responsible for providing your own transportation to and from school and school activities during the period of the suspension.

(Signature of School Official)

I have received a copy of this notice of suspension of bus riding/transportation privileges.

(Signature of Student)

FOR 18 YEAR OLD STUDENTS ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

(Signature of Student)

DRUG AND ALCOHOL ABUSE (DRUG-FREE SCHOOLS) AND ANABOLIC STEROIDS

The district shall use funds made available under 20 U.S.C. §7114 to develop and implement comprehensive programs and activities, which are coordinated with other school and community-based services and programs, that shall:

- A. Foster a safe and drug-free learning environment that supports academic achievement;
- B. Be designed to: (1) prevent or reduce violence, the use, possession, and distribution of drugs, and delinquency; and (2) create a well disciplined environment conducive to learning, which includes consultation between teachers, principals, and other school personnel to identify early warning signs of drug use and violence and to provide behavioral interventions as part of classroom management efforts;
- C. Include activities to: (1) promote the involvement of parents in the activity or program; (2) promote coordination with community groups and coalitions and governmental agencies; and (3) distribute information about the district's needs, goals, and programs under this policy;
- D. Be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary schools and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems, among students who attend such schools (including private school students who participate in the drug and violence prevention program) that is based on ongoing local assessment or evaluation activities;
- E. Be based on an established set of performance measures aimed at ensuring that the elementary schools and secondary schools and communities to be served by the program have a safe, orderly, and drug-free learning environment;
- F. Be based on scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use;
- G. Be based on an analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities in the State identified through scientifically based research; and
- H. Include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.

Programs and activities developed and implemented under this policy, which meet the aforementioned requirements, may include the following:

- A. Age appropriate and developmentally based activities that:
 - 1. Address the consequences of violence and the illegal use of drugs, as appropriate;
 - 2. Promote a sense of individual responsibility;
 - 3. Teach students that most people do not illegally use drugs;
 - 4. Teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - 5. Teach students about the dangers of emerging drugs;
 - 6. Engage students in the learning process; and
 - 7. Incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
- B. Activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
- C. Dissemination of drug and violence prevention information to schools and the community.
- D. Professional development and training for, and involvement of, school personnel, pupil services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
- E. Drug and violence prevention activities, which may include the following:
 - 1. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - 2. Acquiring and installing metal detectors, electronic locks, surveillance cameras, or other related equipment and technologies.

3. Reporting criminal offenses committed on school property.
4. Developing and implementing comprehensive school security plans or obtaining technical assistance concerning such plans.
5. Supporting safe zones of passage activities that ensure that students travel safely to and from school, which may include bicycle and pedestrian safety programs.
6. The hiring and mandatory training, based on scientific research, of school security personnel (including school resource officers) who interact with students in support of youth drug and violence prevention activities under this part that are implemented in the school.
7. Expanded and improved school-based mental health services related to illegal drug use and violence, including early identification of violence and illegal drug use, assessment, and direct or group counseling services provided to students, parents, families, and school personnel by qualified school-based mental health service providers.
8. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
9. Alternative education programs or services for violent or drug abusing students that reduce the need for suspension or expulsion or that serve students who have been suspended or expelled from the regular educational settings, including programs or services to assist students to make continued progress toward meeting the State academic achievement standards and to reenter the regular education setting.
10. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and use of controlled substances.
11. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and controlled substance use.
12. Drug and violence prevention activities designed to reduce truancy.

13. Age-appropriate, developmentally-based violence prevention and education programs that address victimization associated with prejudice and intolerance, and that include activities designed to help students develop a sense of individual responsibility and respect for the rights of others, and to resolve conflicts without violence.
14. Consistent with the Fourth Amendment to the Constitution of the United States, the testing of a student for controlled substance use or the inspecting of a student's locker for weapons or controlled substances or drug paraphernalia, including at the request of or with the consent of a parent or legal guardian of the student, if the local educational agency elects to so test or inspect.
15. Emergency intervention services following traumatic crisis events, such as a shooting, major accident, or a drug-related incident that have disrupted the learning environment.
16. Establishing or implementing a system for transferring suspension and expulsion records by a school district to any public or private elementary school or secondary school.
17. Developing and implementing character education programs, as a component of drug and violence prevention programs that take into account the views of parents of the students for whom the program is intended and such students.
18. Establishing and maintaining a school safety hotline.
19. Community service, including community service performed by expelled students, and service-learning projects.
20. Conducting a nationwide background check of each district employee, regardless of when hired, and prospective employees for the purpose of determining whether the employee or prospective employee has been convicted of a crime that bears upon the employee's fitness: (a) to be responsible for the safety or well-being of children; (b) to serve in the particular capacity in which the employee or prospective employee is or will be employed; or (c) to otherwise be employed by the district.
21. Programs to train school personnel to identify warning signs of youth suicide and to create an action plan to help youth at risk of suicide.
22. Programs that respond to the needs of students who are faced with domestic violence or child abuse.

The Superintendent and/or designee shall develop a curriculum for instruction in the harmful effects of and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco for students at each grade level and conduct such in-service training programs for staff members necessary to ensure effective teaching about drugs and assistance to students with drug problems.

The Superintendent shall take such steps as may be necessary to notify all students likely to be affected and their parents, the community, and appropriate law enforcement agencies of the Board policy on the use of drugs.

Anabolic Steroids

The Superintendent or designee shall conspicuously post the following warning in the locker rooms of each of the district's buildings that includes any grade higher than sixth grade:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

A complete list of those compounds which are classified as anabolic steroids is set forth in O.R.C. §3719.41, Schedule III.

LEGAL REFS: O.R.C. §3313.752

Adopted: November 17, 2016

COUNTERFEIT OR LOOK-ALIKE DRUGS

Students are prohibited from possessing, or distributing counterfeit controlled substances.

Counterfeit controlled substance is defined in the following ways:

- A. Any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization;
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it;
- C. Any substance that is represented to be a controlled substance or is a different substance; and
- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Not only will students be disciplined in accordance with Board Policy for violating this Policy, but such conduct will also be reported to law enforcement for prosecution.

A controlled substance is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

HAZING

Hazing activities are prohibited. No administrator, faculty member, or other employee shall encourage, permit, condone, or tolerate hazing. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student, or other, organization that causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

All district employees are required to be alert to possible situations, circumstances or events which might include hazing. If an employee discovers that hazing has, will or might occur, the students involved shall be informed that hazing is prohibited and shall be directed not to engage in hazing. All hazing incidents shall be reported immediately to the Superintendent.

This policy shall be distributed to all students and school district employees.

Failure to follow this policy could result in discipline and subject the violator to civil and criminal penalties.

STUDENT DRESS CODE

Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance. Specific dress codes shall be set forth in building handbooks.

The Board prohibits student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his or her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

High school or middle school students who violate this policy shall be subjected to the following disciplinary actions: Students who do not comply with the dress code will be asked to correct the infraction. The parents of students who are in violation of the dress code will be contacted to assist in correcting the violation. If the offensive clothing is a shirt, the student will be requested to turn the shirt inside out for the remainder of the school day, or change into a suitable shirt supplied by the building principal. If the student should miss any class time because of dress code violations or is sent home to change, his or her absence will be considered unexcused. Repeated violations may result in other student discipline pursuant to the Student Code of Conduct, including but not limited to, detention, suspension, and/or expulsion.

Elementary students failing to comply with the dress code will be dealt with in accordance with these guidelines. If clothing has been deemed unsuitable, students will be asked to change into clothing supplied by the building administrator. If suitable clothing is unavailable, a parent contact may be made which would require the parents to bring appropriate dress code attire to school. Students who habitually violate the elementary dress code guidelines may be subject to after school detention and or suspension pursuant to the Student Code of Conduct.

ANTI-GANG POLICY

A “gang” as defined in this Policy and under O.R.C. §2923.41 means any ongoing formal or informal group of three or more persons which has a common name or one or more common identifying signs, symbols, or colors, which has as one of its primary activities the commission of one or more criminal acts, and whose members individually or collectively engage in or have engaged in a pattern of gang activity. The term “pattern of gang activity” means the commission, the attempt to commit, conspiracy to commit, the intimidation of others to commit, or the solicitation of, two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal gang.

Additionally, determination as to what constitutes gang paraphernalia and gang symbols will be made based upon current definitions of gang paraphernalia and gang symbols established by local law enforcement.

1. No student on or about school property or at any school sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign tattoo (whether permanent or temporary), scar or mark, hair style, or other elements which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.
2. No student on or about school property or at any school sponsored activity shall engage in conduct or use any speech, whether verbal or non-verbal (i.e., gestures, hand signals, handshakes, etc.) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption, or when one knows or has reason to believe that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence.
3. No student, on or about school property or at any school sponsored activity, shall use any speech or commit any act or omission which is disruptive, intimidating, or threatening, including but not limited to, the following gang-related activities:
 - a. Soliciting membership in, or affiliation with, any gang.
 - b. Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - c. Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or on the property of others during school sponsored activities.
 - d. Engaging in violence, extortion, or any illegal act or other violation of school policy.

- e. Soliciting any person to engage in physical violence against any student or school employee or visitor (whether during a school sponsored activity or on the way to or from a school sponsored activity) or inciting others to act with physical violence.
 - f. Copying or distributing any gang-related material on school property or at school sponsored activities.
 - g. Marching, congregating, massing together with the intent to disrupt or intimidate, or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence. Such meetings or congregations are contrary to the purpose of the educational institution and will be considered trespassing. Such offense will be prosecuted.
4. Any student who is in violation of this Policy shall be suspended and/or recommended for expulsion from school.
 5. The parents and students will be held liable for damages and repair costs to buildings and school property which result from the actions of the student who was involved in gang activity.
 6. Students will be prosecuted to the fullest extent of the law for any criminal conduct, including, but not limited to, trespassing, vandalism, or assault in violation of this section. Depending on the seriousness of the violation under this paragraph, the intervention program may be used to suspend any part of a school suspension and/or expulsion ordered by the Administration.

STUDENT FEES, FINES, AND CHARGES

Generally

Student fees and/or fines shall be collected from students or their parents for instructional materials, supplies or services. The Superintendent shall develop and maintain regulations governing the assessment, collection and utilization of student fees and/or fines.

Students are required to pay for all supplementary workbooks, papers, and magazines, which their individual classroom teachers deem necessary in their teaching. Students are required to pay laboratory and shop fees in the courses which require them by the last day of a grading period.

The Board shall not charge a fee to a student who is eligible for a free lunch under the National School Lunch Act, as amended, and the Child Nutrition Act of 1966, as amended, for any materials needed to participate fully in a course of instruction. This does not apply to any materials needed to enable a student to participate fully in extra-curricular activities or in any pupil enrichment programs that are not a course of instruction; or to any tools, equipment, and materials that are necessary for workforce-readiness training within a career-technical education program that, to the extent the tools, equipment, and materials are not consumed, may be retained by the student upon course completion.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings. All fees and fines must be paid by the last day of school. The Board reserves the right to withhold a report card or credits from any student whose payment of a fine or fee is in arrears, and the Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. Damage to school equipment, textbooks, and other property shall be charged according to the current market value to repair or replace the item. All fines and fees collected will be sent to the Treasurer for deposit in the general fund of the Board.

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine equal to the replacement cost will be assessed. The Board considers such a fine to be reasonable as it compensates the school for the expense or loss incurred.

Indigent Students

The Superintendent shall establish a method to determine indigent students of families in serious financial need by the use of an application such as the one used in the lunchroom.

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

Students shall have no expectation of privacy in any in-school storage supplied by the Board and in those areas and instances set forth in this policy.

The lockers supplied by the Board and used by the pupils are the property of the Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

No personal lock may be used if the school issues locks or a built-in lock is provided, unless approved by the principal or his/her designee. If a personal lock is used, the student is required to provide the combination and/or key to the building principal or his/her designee.

The Board directs that the following notice be posted in a conspicuous place in each school building that has lockers:

“The lockers supplied in this school and used by the pupils are the property of the Board of Education. Therefore, the pupil lockers are subject to a random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.”

Principals shall conduct a routine inspection of lockers at least annually.

Notwithstanding any other provisions of this policy, the principal of any school or his/her designee may search at any time the locker of any pupil and the contents of any locker of any pupil in the school if the principal reasonably believes that the locker or its contents contains evidence of a violation of a criminal statute or school rule, or if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents of the lockers is reasonably necessary to avert that threat or apparent threat.

Searches of a Student's Person, Personal Property, or Vehicle by School Personnel

School authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the nature of the alleged infraction, the objective of the search, and the age and sex of the student. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender in the presence of another staff member of the same gender.

A request for the search of a student or a student's possessions will be directed to the building principal or designee. Unless circumstances do not permit such a search, searches should be conducted in the presence of the student and another staff member.

The principal or designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. A written copy shall immediately be forwarded to the Superintendent. The building principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Searches of Student Property by Police

A law enforcement agency is generally required to produce a warrant prior to conducting any search of the person or property of a student kept on school premises. However, when the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

Use of Canines for Detection of Evidence of Violation of Laws or School District Rules

Since random searches have a positive impact on reducing drugs, weapons, and other criminal activity in the schools, it is the policy of the Board to permit building administrators to search any locker and its contents as the administrator believes necessary by the use of properly trained canines to detect evidence of the violation of laws or school district rules. Canine detection must be conducted in collaboration with law enforcement authorities, and the canines may be used to sniff lockers, automobiles, other places on school district premises, and students themselves for the presence of such evidence, according to the guidelines set forth below. The Board shall not be liable for any damage to personal property or injury caused by a dog during a canine search.

Lockers, Automobiles, and Other Places

Properly trained canines may be used at any time to sniff lockers, automobiles, and other places on school district premises for evidence of the violation of laws or school district rules. If a canine indicates the presence of evidence of the violation of laws or school district rules in a locker, automobile, or other place on school district premises, that locker, automobile, or other place, as well as its contents, may be searched for such evidence. A notice shall be posted in a conspicuous place which states:

“Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.”

Students

If there is a reasonable basis for suspecting that a particular student has committed, or is committing, a violation of a law or school district rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or school district rules on the student's person, the student may be searched for evidence of the suspected violation. Any such search must be reasonably related to the objectives of the search and must not be excessively intrusive in light of the age and sex of the student, as well as the nature of the suspected violation.

The foregoing policy shall be included in the student handbook that is given to each student and posted in every building.

Before a student will be permitted to use district provided parking facilities, the student will be required to complete a form requesting permission to use the facilities. The form shall also require the student to consent to the search of the automobile with or without reasonable suspicion, as a condition of using the parking facilities.

Interrogations by Law Enforcement Agencies

- A. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or attempted, or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours with or without notifying the parent or guardian.
- B. Interrogations shall be conducted in private.
- C. If a parent request or parental contact has not been made, a school official will request to be present when an interrogation takes place within the school.
- D. When the law enforcement agency feels it is necessary to remove a child from school, parental consent should first be obtained or a warrant, court order, or other legal document should be produced, which would give them authority to remove the child without parental consent. If the circumstances make it impossible to make this notification to the parents, the principal or his/her designee should do so.
- E. The Police Department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he should notify the juvenile officer or detective bureau of the Police Department. The school should not attempt to handle matters which are properly in the realm of the Police Department.

PUPIL HEALTH AND SAFETY

Pupil health and safety shall be safeguarded by an organized program of school health services and by the close supervision of students in all school buildings and on all school grounds. The program shall include:

- A. Maintenance of a safe school environment. The building principal shall be responsible for periodically inspecting the physical condition of all buildings and grounds.
- B. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
- C. Reasonable supervision of all classrooms, noon recess, extracurricular and other activities, and other facilities when scheduled for pupil use.
- D. Compliance with all immunization requirements contained in O.R.C. §3313.67.
- E. Compliance with the emergency medical authorization requirements contained in O.R.C. §3313.712.
- F. Development of procedures for emergency situations including fire drills, rapid dismissals, and tornado drills in accordance with O.R.C. §3737.73.
- G. Records of monthly fire drills, rapid dismissals, and tornado drills.
- H. Posting of emergency procedures in classrooms and posting of emergency telephone numbers by each telephone for use by parents, students and school personnel.
- I. Provision of first aid facilities and materials.
- J. Offering safety education to pupils wherever germane to particular subjects such as laboratory courses in science, shop courses, and health and physical education.
- K. Screening procedures to identify pupils with vision and hearing problems and a program of health counseling, referral, and follow-up.

Each principal shall be responsible for the supervision of the safety program for his/her building, and the assistant superintendent shall have overall responsibility for the safety program of the district. Safety rules and regulations pertinent to the above areas, as well as other areas in which student safety requires special attention or precautions, may be developed.

IMMUNIZATION

No pupil at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen (14) days unless the pupil presents written evidence satisfactory to the district that the pupil has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, mumps, rubeola, and rubella.

In addition, no pupil who begins kindergarten at an elementary school shall be permitted to remain in school for more than fourteen (14) days unless the student presents satisfactory written evidence that he/she has been immunized by a Department of Health-approved method or is in the process of being so immunized against hepatitis B and against chicken pox.

Pursuant to O.R.C. §3301.60, if the pupil is a child of a military family who transferred from a public school district in another state (the “sending state”), the district shall permit the pupil to remain in school for thirty (30) days or the time determined under rules established by the Interstate Commission on Educational Opportunity for Military Children to obtain and present written evidence that the pupil has been immunized or is in the process of being so immunized.

“In the process of being so immunized” means the pupil has been immunized against mumps, rubeola, rubella, and chicken pox and if the pupil has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B, the pupil has received at least the first dose of the immunization sequence, and presents written evidence to the pupil’s building principal of each subsequent dose required to obtain immunization at the intervals prescribed by the Director of Health. Any student previously admitted under the “in process of being so immunized” provision and who has not complied with the immunization intervals prescribed by the Director of Health shall be excluded from school on the fifteenth day of the following school year. Any student so excluded, shall be readmitted upon showing evidence to the student’s building principal of progress on the Director of Health’s interval schedule.

Exceptions

A pupil who has had natural rubeola, mumps, or chicken pox and presents a signed statement from the pupil’s parent, guardian or physician to that effect, is not required to be immunized against rubeola, mumps, or chicken pox.

A pupil who presents a written statement of the pupil’s parent or guardian in which the parent or guardian objects to the immunization for reasons of conscience, including religious convictions, is not required to be immunized.

A pupil whose physician certifies in writing that such immunization against any of the diseases set forth in this policy is medically contraindicated is not required to be immunized against the disease.

The district may deny admission to a pupil otherwise exempted from the chicken pox immunization requirement if the Director of the State Department of Health notifies the school's principal or Superintendent that a chicken pox epidemic exists in the school district's population. The denial or admission shall cease when the director notifies the principal or Superintendent that the epidemic no longer exists.

The Superintendent or designee shall establish methods whereby the academic standing of a pupil who is denied admission during a chicken pox epidemic may be preserved.

STUDENT HEALTH SERVICES AND FIRST AID

The nurses employed by the Board of Education are members of the school staff. In this capacity, they contribute to the overall educational program of the school. Since all of these functions shall have administrative and medical approval, they shall work closely with central administration, each principal in the individual schools, and with the school doctor. The nurses also work with parents, teachers, administrators, school guidance personnel, doctors, dentists, and other agencies in helping students get appropriate attention for health problems. As a resource person to the teacher, the school nurses help by securing health films, pamphlets, and charts.

First Aid. First aid measures are initiated by the nurses, secretaries, teachers, or principals in case of emergency until the parents can take over. However, this service is limited to comfort and protection of the patient until medical evaluation and recommendation is secured. In emergency cases, the parents shall be notified as soon as possible.

Screen for Vision and Hearing. Each student's vision and hearing will be screened periodically. Students who appear to show defects in hearing or vision may be referred for screening tests at any time during the school year.

Health Histories. Nurses will attempt to compile a health history on each child so that the school gains a better understanding of the child. Parents of all children are encouraged to meet with the nurses or to schedule conferences at mutually satisfactory times.

In cases where a pupil has a health condition, diagnosed by a health department nurse or by any qualified physician as a communicable disease or condition posing a threat to the health of other pupils or employees, the building principal, may, on behalf of the Board of Education, exclude such pupil from school and may require the parent or guardian of the pupil to provide a doctor's statement that the communicable condition no longer exists and that there is no danger to other students, before permitting the pupil to return to school.

The school nurse shall perform all first aid and emergency care. In the event that the school nurse is not available, the chain of responsibility for administration of first aid shall be as follows:

- A. Principal/administrator (or secretary under direction of administrator).
- B. Guidance counselor.
- C. Physical education teacher.
- D. Other properly trained personnel.

If the injury is minor, one of the designated staff members may administer first aid in accordance with the posted instructions. In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible.

First aid shall be administered only as needed to students and employees who are injured or become ill, during school hours. Students who become ill may be excused. Parents shall be contacted for transportation home.

Records are to be kept on all injuries which occur while students are on school property or at school-sponsored or controlled activities.

COMMUNICABLE DISEASES

In cases where a pupil has a health condition, diagnosed by a health department nurse or by any qualified physician as a communicable disease or condition posing a threat to the health of other pupils or employees, the building principal, may, on behalf of the Board of Education, exclude such pupil from school and may require the parent or guardian of the pupil to provide a doctor's statement that the communicable condition no longer exists and that there is no danger to other students, before permitting the pupil to return to school.

EXCLUSION GUIDE FOR COMMUNICABLE DISEASES

DISEASE	PERIOD OF EXCLUSION
1. CHICKEN POX	Exclude until the 6 th day after the onset of rash or until all lesions are dry.
2. HEPATITIS (Infectious)	Hepatitis A – Doctor’s written release required.
3. IMPETIGO	Exclude until 24 hours after treatment has begun and there is no longer drainage.
4. MEASLES (Rubella or German Measles)	Exclude until recovery is complete – Minimum 7 days after rash appears.
5. MEASLES (Rubeola)	Exclude until recovery is complete – Minimum 4 days after rash appears.
6. MONONUCLEOSIS	Return to school on advice of physician.
7. MUMPS	Exclude for 9 days after onset of swelling, or until swelling is gone.
8. PEDICULOSIS	Exclude until all lice and nits are gone.
9. PINK EYE/CONJUNCTIVITIS	Exclude for 24 hours after the start of treatment with antibiotics for bacterial infection, or if viral, until discharge is complete.
10. RING WORM	Exclude until 24 hours after treatment or medication has started. Continue to exclude from contact sports until lesion is gone.
11. SCABIES	Exclude until initial treatment with an appropriate Scabicide is used.

12. SCARLET FEVER	Exclude until 24 hours after medication is started and fever is gone.
13. STREP THROAT	Exclude until 24 hours after medication is started and fever is gone.
14. PIN WORM	Exclude until adequately treated.
15. COMMON COLD	Exclude until fever free for 24 hours without fever reducing medication, e.g., Tylenol. Student must also be able to keep body secretions contained, i.e., vomiting, diarrhea, coughing, and nasal secretions.
16. FLU	Exclude until fever free for 24 hours without fever reducing medication, e.g., Tylenol. Student must also be able to keep body secretions contained, i.e., vomiting, diarrhea, coughing, and nasal secretions.

CONTROL OF HEAD LICE

Children identified with head lice infestation (pediculosis) will be sent home with the parent. Children with working parents or those children who cannot be sent home will remain in school with restrictions on activities that require close personal contact.

Parents who visit the school to pick up their children will be given information about the treatment and follow-up of head lice from the school nurse or secretary. Those parents unable to pick up their children will be given the same information over the telephone, if possible. The parent will be given a letter of instructions to take home. When this is not possible, the child will be given the information to take home. They will be instructed in:

- A. Treatment methods for head lice and nits; instruction will cover treatment of the child, his/her clothing and other personal articles.
- B. Identification of nits in the child or other family members and contacts and importance of treatment.
- C. Referral to the local health department applying to head lice, (prescriptions, rechecks, etc.).
- D. How to remove nits from the hair shaft, and the importance of this.
- E. Readmission policy:

The child may return to school the morning after treatment. At that time, the child must be free of live lice. Children with nits may stay as long as the parent is educated on removal of nits and free of live bugs.

- F. A school nurse or school secretary will be assigned to recheck the child's head the morning he/she returns to school. **If live bugs are found the parent must take the child home and treat again. If nits are found the child should not be excluded from school and educated on removal.**

SAMPLE LETTER

Dear Parent:

Your child was examined today and found to have head lice and/or nits. This is a treatable condition that is not associated with any serious medical complications. This letter will acquaint you with the nature of this infestation and what should be done to get rid of it.

Head lice are transmitted through close personal contact with another infested individual. Occasionally, transmission occurs by sharing combs, brushes, and other grooming aids; through sharing hats, caps, wigs, or coats; or through co-mingling of these items at the homes of friends, at school, at church, or other public places. Most parents have the impression that only persons who are unclean become infested with head lice. This is not true! Frequent bathing will neither prevent head lice nor eliminate an infestation once it has become established.

Head lice are elongated insects about this (--) long and are grayish white with dark margins. LICE DO NOT JUMP, FLY, OR STAY ALIVE FOR LONG PERIODS OFF THE HUMAN HEAD. They do move very quickly once on the head and are difficult to find.

Because head lice are good at hiding in the hair, an infestation is only diagnosed by finding nits. A nit is a louse egg. Nits are teardrop-shaped, about the size of a typewritten comma, and vary from yellowish-brown to white. Head lice attach each nit to a hair shaft with a waterproof, cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that may look like nits to the naked eye. Clusters of nits may be found in any section of hair, but when there are only a few lice present, a careful examination of the hair and entire scalp may be necessary to detect them.

It is necessary to treat the infested individual and his contacts, including family members, if found to be infested. Personal articles that the child and any infested contacts have worn or used within the past two days should be cleaned. The following treatment procedure should be carried out before your child returns to school:

1. Obtain head louse shampoo from your pharmacy. Several medicated shampoos (pediculicides) are available for head lice: A-200 Pynate, Kwell, Prioderm, RID, XXX, etc. Only Kwell and Prioderm require a prescription. Prescriptions can be obtained from your private physician, or at the health department.
2. Apply shampoo according to the manufacturer's instructions, or according to the instructions you received from your physician or health department. DO NOT OVERTREAT!
3. Have your child put on clean clothing after the treatment.

4. Manually remove all nits from the child's hair. This is time consuming but important as your child will not be allowed to attend school until this is done.
5. Repeat treatment with the pediculicides in 7-10 days because not all nits die with the first treatment and some may have been missed in the manual removal process.

Since heat kills lice and their eggs, many personal articles can be disinfested by machine washing in HOT water and/or drying using the HOT cycle of the dryer. Both eggs and adults are killed in 5 minutes at 125 degrees. Home hot water heaters keep water at about this temperature when the heat selector is set on medium or high. Drying clothes on the high heat setting for 20 minutes will also accomplish this disinfestation.

Personal articles of clothing or bedding that cannot be washed or dried may be dry-cleaned or simply placed in a plastic bag and sealed for 10 days. Combs, brushes, and similar items can be disinfested by soaking them in one of the pediculicide shampoos or by soaking them for 5-10 minutes in a pan of water heated on the stove to about 150 degrees

Carpets, furniture, etc., do not require special treatment as lice live only a short time away from the head. Simple vacuuming is sufficient treatment of these articles. USE OF INSECTICIDES OR FUMIGATION IS NOT NECESSARY!

Parents of your child's closest friends must be notified that their child may also be infested. This is particularly important if the children have slept together or participated in activities involving frequent body contact, such as wrestling, ballet classes, football, etc. If the friend becomes infested while playing with your child and is not treated, your child may become reinfested from his friends. TREATMENT DOES NOT PREVENT REINFESTATION.

Please bring your child to school the morning following treatment. Do not send your child on the school bus! The school nurse or a trained school employee will examine your child's hair and scalp at that time. Should any lice be found, you will need to take your child home.

Thank you for your assistance in this matter.

School Nurse

Principal

ADMINISTERING MEDICATION TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. Those students old enough to understand and follow directions for taking their medication should be responsible for same under supervision. If this is not possible, the dispensation of medication during the school day will be done in accordance with the following:

- A. Persons hereinafter designated by the Board of Education shall be authorized, when acting in situations other than those governed by O.R.C. §§2305.23, 2305.231, and 3313.712, to administer to a student a drug prescribed by a prescriber for the student in accordance with this Policy. Effective July 1, 2011, only Board employees who are licensed health professionals or have completed an appropriate drug administration training program conducted by a licensed health professional may administer a prescribed drug to a student. However, except as otherwise required by federal law, no employee of this Board of Education shall use the following procedures to administer drugs to a student:
 1. Injection.
 2. Catherization.
 3. Any other special procedures.
- B. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. However, nothing in this Policy shall be construed to require a person employed by this Board of Education to administer a drug to a student if such person objects, on the basis of religious convictions, to administering the drug.
- C. No drug prescribed for a student shall be administered pursuant to this Policy or federal law, which includes but is not limited to the Individuals with Disabilities Education Act, until the following occur:
 1. The school nurse or other person(s) designated by the building principal receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
 2. The school nurse or other person(s) designated by the building principal receives a written statement, signed by the prescriber who prescribed the drug, that includes all of the following information:
 - a. The name and address of the student;

- b. The school and class in which the student is enrolled;
 - c. The name of the drug and the dosage to be administered;
 - d. The time or intervals at which each dosage of the drug is to be administered;
 - e. The date the administration of the drug is to begin;
 - f. The date the administration of the drug is to cease;
 - g. Any severe adverse reactions that should be reported to the prescriber and one or more telephone numbers at which the prescriber can be reached in an emergency;
 - h. Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber of the drug to the school nurse or other person(s) designated by the principal if any of the information previously provided by the prescriber pursuant to division (C)(2) of this Policy changes.
 4. The school nurse or other designated person(s) must receive a copy of all statements and revisions of any statement required by division (C)(1) and (2) of this Policy; and
 5. The drug is received by the school nurse or other designated person(s) authorized to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. The parent is required to bring all medication to school.
 6. Any other procedures required by the Board of Education are followed.
- D. If a prescribed drug is administered to a student, the school nurse or other person(s) designated by the principal shall acquire and retain copies of the written requests and statements required by this Policy, and shall ensure that by the next school day following the receipt of any such statement a copy is given to the person authorized to administer drugs to the student for whom the statement has been received and the original is kept on file in the building where the student attends school.

- E. The school nurse or a person designated by the principal, or designee shall establish a location in each school building for the storage of drugs to be administered under this Policy. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
- F. No person who has been authorized by the Board of Education to administer a drug in accordance with this Policy and who has a copy of the most recent statement required by this Policy given to him in accordance with this Policy prior to administering the drug is liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
- G. This Policy may be changed, modified, or revised by action of the Board of Education.
- H. Nothing in this Policy affects the application of O.R.C. §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
- I. All dental disease prevention programs sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health, are exempt from all requirements of this Policy. This Policy does not apply to or otherwise regulate the conduct of such dental disease programs sponsored by the Ohio Department of Health.
- J. In an emergency situation, such as an asthma attack or severe allergic reaction (anaphylaxis), those individuals authorized and in-serviced to administer drugs shall administer the appropriate medication in accordance with the written instructions on file and Board policy.
- K. Other oral medication, such as aspirin, will not be administered to children under any circumstances by school personnel, unless indicated by the parent on the emergency medical form, grades five through twelve.
- L. The school district retains the discretion to reject requests for administration of medication.
- M. A copy of this Policy may be provided to parents upon their request for administration of medication in the schools.
- N. In the case of over the counter drugs, the same procedures as outlined in the above Policy are to be followed with the exception of those procedures referring to the prescriber's

permission and procedures. In the case of over the counter drugs, the parent is responsible for complying with all procedures in lieu of the prescriber and assumes liability for the above.

- O. For purposes of this Policy, the term “prescriber” includes only the following:
1. A dentist licensed under O.R.C. Chapter 4715;
 2. A clinical nurse specialist, certified nurse-midwife, or certified nurse practitioner who holds a certificate to prescribe issued under O.R.C. §4723.48;
 3. An optometrist licensed under O.R.C. Chapter 4725 to practice optometry under a therapeutic pharmaceutical agents certificate; or
 4. A physician authorized under O.R.C. Chapter 4731 to practice medicine and surgery, osteopathic medicine and surgery, or podiatry.
 5. A physician assistant who holds a certificate to prescribe issued under O.R.C. Chapter 4730.

HARRISON HILLS CITY SCHOOL DISTRICT

REQUEST TO PERMIT ADMINISTRATION OF MEDICATION AT SCHOOL

Before a student shall be permitted the use of medication, whether that medication is prescription or nonprescription, this form must be completed in its entirety and placed on file in the school office.

A separate form must be completed for each new medication.

Medication must be stored and distributed according to established building procedures and all medication must be sent to school in its original package.

Section I (To be completed and signed by the prescriber)

Student Name: _____ School: _____

Address: _____ Grade: _____

Medication: _____ Times to be administered: _____

Dosage to be given per administration: _____

Specific instructions for administering said medication: _____

Possible side effects to watch for and actions to be taken, if any: _____

Date to begin medication: _____ Date to end medication: _____

I hereby certify that the above named student is under my care and request that the medication listed be administered in the manner and time frame described.

(Prescriber Name) (Prescriber Signature) Date Phone

Section II (To be completed by parent or guardian)

Phone number at which parent or guardian can be reached in case of emergency: _____

Person(s) to be contacted in case of emergency when parent or guardian cannot be reached:

Name: _____ Phone: _____

Name: _____ Phone: _____

I request that school personnel honor the instructions of my child's prescriber, in that my child is permitted to receive the medication listed above in the manner and time frame as explained on this form.

I acknowledge by signing this form that school district personnel are under no obligation to render assistance in administering medication and release all school employees and the Board of Education from liability for damages or injury resulting from either performing or not performing the assistance requested.

I also understand that it is my responsibility to provide all necessary medication and supplies, and that any changes in instructions must be received in writing from the prescriber.

(Parent or Guardian Printed or Typed Name)

(Date)

(Parent or Guardian Signature)

ASTHMA MEDICATION

A student attending any school in the Harrison Hills City School District may possess and use at school or at any activity, event, or program sponsored by or in which his/her school is a participant, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or to prevent the onset of asthmatic symptoms before exercise, if both of the following conditions are satisfied:

- A. The student has the written approval of his/her physician and, if the student is a minor, the written approval of his/her parent, guardian or other person having care or charge of the student. The physician's written approval shall contain the following information.
 1. The student's name and address;
 2. The names and dose of the medication contained in the inhaler;
 3. The date the administration of the medication is to begin;
 4. The date, if known, that the administration of the medication is to cease;
 5. Written instructions that outline procedures school personnel should follow in the event the asthma medication does not produce the expected relief from the student's asthma attack;
 6. Any severe adverse reactions that may occur to the child using the inhaler and that should be reported to the physician;
 7. Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication;
 8. At least one emergency telephone number for contacting the physician in an emergency;
 9. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
 10. Any other special instructions from the physician.
- B. The school principal and school nurse assigned to the student's building has received copies of the written approvals required by division A. of this policy.

Immunity from Tort Liability

The school district, a member of the Board of Education, or a school district employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's prohibiting a student from using an inhaler because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had not been satisfied.

The school district, a member of the Board of Education, or a school district employee shall not be liable in damages in a civil action or injury, death, or loss to person or property allegedly arising from a district employee's permitting a student to use an inhaler because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had been satisfied.

When a school district is required to permit a student to possess and use an inhaler because the conditions of divisions A. and B. of this policy have been satisfied, the school district, any member of the Board of Education, or any school district employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the inhaler by a student for whom it was not prescribed.

Nothing in this policy eliminates, limits, or reduces any other immunity or defense that the school district, any member of the Board of Education, or any school district employee may be entitled to under O.R.C. Chapter 2744, any other provision of the Revised Code, or the common law of the state.

HARRISON HILLS CITY SCHOOL DISTRICT

AUTHORIZATION FOR THE POSSESSION AND USE OF ASTHMA INHALERS

Student Name: _____ Date: _____

Address: _____

Authorization is hereby given for the student named above to:

- receive the prescribed medication indicated from the designated school personnel
- self-administer the prescribed medication as permitted by law.

Medication Name: _____

Dosage: _____

Date the administration is to begin: _____

Date the administration is to cease: _____

Adverse reactions that should be reported to the physician: _____

Adverse reactions for unauthorized user: _____

Procedure to follow in the event that medication does not produce the expected relief from student's asthma attack: _____

Other special instructions: _____

Physician and parent/guardian names, signature, and emergency phone numbers are required.

Physician name: _____ Phone: _____

Signature: _____
Date _____

Parent/guardian Name: _____ Phone: (Home) _____
(Work) _____
(Other) _____

Signature: _____
Date _____

Copies must be provided to principal and to the school nurse if one is assigned to the student's building.

EPINEPHRINE AUTOINJECTOR

A student may possess and use at school or at any activity, event, or program sponsored by or in which his/her school is a participant, an epinephrine autoinjector to treat anaphylaxis, if both of the following conditions are satisfied:

- A. The student has the written approval of the prescriber and, if the student is a minor, the written approval of his/her parent, guardian or other person having care or charge of the student. The prescriber's written approval shall contain the following information.
1. The student's name and address;
 2. The names and dose of the medication contained in the autoinjector;
 3. The date the administration of the medication is to begin;
 4. The date, if known, that the administration of the medication is to cease;
 5. An acknowledgement that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
 6. Circumstances in which the autoinjector should be used;
 7. Written instructions that outline procedures school personnel should follow in the event the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis;
 8. Any severe adverse reactions that may occur to the child using the autoinjector and that should be reported to the prescriber;
 9. Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
 10. At least one emergency telephone number for contacting the prescriber in an emergency;
 11. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
 12. Any other special instructions from the prescriber.

- B. The school principal and school nurse assigned to the student's building has received copies of the written approvals required by division A. of this policy and a backup dose of the anaphylaxis medication.

Whenever a student uses an autoinjector or a school employee administers anaphylaxis medication to a student, a school employee shall immediately request assistance from an emergency medical service provider.

Immunity from Tort Liability

The school district, a member of the Board of Education, or a school district employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's prohibiting a student from using an autoinjector because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had not been satisfied.

The school district, a member of the Board of Education, or a school district employee shall not be liable in damages in a civil action or injury, death, or loss to person or property allegedly arising from a district employee's permitting a student to use an autoinjector because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had been satisfied.

When a school district is required to permit a student to possess and use an autoinjector because the conditions of divisions A. and B. of this policy have been satisfied, the school district, any member of the Board of Education, or any school district employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the autoinjector by a student for whom it was not prescribed.

Nothing in this policy eliminates, limits, or reduces any other immunity or defense that the school district, any member of the Board of Education, or any school district employee may be entitled to under O.R.C. Chapter 2744, any other provision of the Revised Code, or the common law of the state.

HARRISON HILLS CITY SCHOOL DISTRICT

AUTHORIZATION FOR THE POSSESSION AND USE OF EPINEPHRINE AUTOINJECTOR

Student Name: _____ Date: _____

Address: _____

Authorization is hereby given for the student named above to:

- receive the prescribed medication indicated from the designated school personnel
- self-administer the prescribed medication as permitted by law.

I have determined the above-named student is capable of possessing and using an autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.

- Yes
- No

Medication Name: _____

Dosage: _____

Date the administration is to begin: _____

Circumstances in which autoinjector should be used: _____

Adverse reactions that should be reported to the prescriber: _____

Adverse reactions for unauthorized user: _____

Procedure to follow in the event that student is unable to administer or medication does not produce the expected relief from student's anaphylaxis: _____

Other special instructions: _____

Prescriber and parent/guardian names, signature, and emergency phone numbers are required.

Prescriber's name: _____ Phone: _____

Signature: _____
Date

Parent/guardian Name: _____ Phone: (Home) _____
(Work) _____
(Other) _____

Signature: _____
Date

Copies must be provided to principal and to the school nurse if one is assigned to the student's building.

USE OF TOBACCO

No pupil shall smoke, use, or possess tobacco, or any substance containing tobacco, lighted or unlighted, including clove cigarettes, or any smoking device, including lighters or cigarette rolling papers, in any area under the control of the Board of Education; in any vehicle owned, leased, rented, or chartered by the Board; or at any activity supervised by any school operated by the Board.

Smoke means to burn any substance containing tobacco, including a lighted cigarette, cigar, or pipe, or to burn a clove cigarette.

Use of tobacco shall mean all uses of tobacco, including chewing or maintaining any substance containing tobacco, including smokeless tobacco in the mouth; or using or possessing any other matter or substances that contain tobacco, including clove cigarettes.

Violation of this policy may result in discipline pursuant to the Code of Student Conduct.

EMERGENCY MEDICAL AUTHORIZATION

The Board of Education will provide to parents or guardians of all students enrolled in the district's schools an Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the district will adhere to the instructions on the authorization form.

When the form is returned, it shall be kept on file and will be sent to any district to which a student is transferred. Upon request of a parent, the district may permit the parent to make changes to the previously filed form or to file a new form.

If a parent does not wish to give such written permission, the parent shall indicate on the form the procedure the school is to follow in the event of a medical emergency involving the parent's child.

Any time a student or a group of students is taken out of the district to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students.

SUSPECTED CHILD ABUSE OR NEGLECT

The Ohio General Assembly has granted legal immunity for those persons reporting suspected cases of child abuse. Such persons must immediately report any and all suspected cases of child abuse.

- A. Employees of the Board of Education who are acting in an official or professional capacity who know or have reasonable cause to suspect based on the facts that would cause a reasonable person in a similar position to suspect that a child less than eighteen (18) years of age or any mentally retarded, developmentally disabled, or physically impaired child under twenty-one (21) years of age has suffered or faces the threat of suffering a physical or mental wound, injury, disability or condition of such a nature as to reasonably indicate abuse or neglect of such child shall immediately report the knowledge or reasonable cause to suspect to the agency or officer responsible for children services functions in the county in which the child resides. Such reports shall be made forthwith by telephone or in person and shall be followed by a written report, if requested. Such report shall contain:
1. The name and address of the child and his parents or person or persons having custody of such child, if known;
 2. The child's age and the nature and extent of the child's injuries or physical neglect, including any evidence of previous injuries or physical neglect;
 3. Any other information which might be helpful in establishing the cause of the injury or physical neglect; and
 4. A copy of the above-listed report items shall be forwarded to the Superintendent and building principal.
- B. The building principal shall be notified immediately of any suspected child abuse or neglect. The building principal or designee will assist in the notification of proper authorities, the preparation of the written report, if required, and such other matters as may be necessary.
- C. Anyone or any hospital, institution, school, health department or agency participating in the making of such reports, or anyone participating in a judicial proceeding resulting from such report shall be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such actions.

Each person employed by the Board to work as a nurse, teacher, counselor, school psychologist or administrator shall complete at least four (4) hours of in-service training in the prevention of child abuse, violence, and substance abuse; the promotion of positive youth development; and school safety and violence prevention, including human trafficking content, within two (2) years of commencing employment with the school district and every five (5) years thereafter. The in-service training shall incorporate training on the Board Policy on Harassment, Intimidation, and Bullying.

In the course of conducting child abuse investigations and in the absence of a court order or subpoena directing otherwise, a school district administrator shall be present for any interviews conducted by county children services officials and/or municipal or county peace officers while under the supervision of the school.

LEGAL REFS: O.R.C. §§ 2151.421; 3319.073

Revised: February 25, 2014

HARRISON HILLS CITY SCHOOL DISTRICT
 730 PEPPARD AVENUE
 CADIZ, OHIO 43907

CONFIDENTIAL SCHOOL REPORT OF ALLEGED CHILD ABUSE AND NEGLECT

Name of Child (Last, First, Middle)			Name of Mother		
Street Address			Name of Father		
City, State, and Zip Code			Street Address of Parents (if different, include city, state and zip code)		
Grade	Age	Date of Birth			
Adult With Whom Child Resides					

List names of other children living in the home.

Name of Child	Age	Grade

Indicate reason for report. List observations, previous injuries and any statements. (Use reverse side if necessary)

--

Indicate any additional information from other professionals or relatives who have knowledge of family circumstances, directions to home, etc. (use reverse side if necessary)

--

Date of Oral Report	Received By	Reporter
---------------------	-------------	----------

Signature of Official Completing Form	Date	Telephone Number	Title
---------------------------------------	------	------------------	-------

FIRE AND TORNADO WARNING DRILLS

Fire, tornado, and school safety drills shall be held in accordance with O.R.C. §3737.73.

Order and speed shall be stressed.

Definite instructions shall be posted in each room as to the route and manner of exit.

Fire drills and tornado warnings can be held without warning.

All employees shall be instructed on the use and location of all extinguisher and fire bells within the building and the conduct of school safety drills.

Principals and custodians shall cooperate with the local fire chief in keeping the building free from fire hazards.

Employees should be instructed as to how to give the warning and operate the fire alarm system in case of fire. As soon as the alarm has been set, pupils and staff should immediately evacuate the building in accordance with the posted directions and regulations.

EQUAL ACCESS

While it is not the intent or purpose of the Board of Education to establish religion or promote or endorse any philosophical, political, or other cause, the Board shall not deny equal access or a fair opportunity, or discriminate against, any students of the Harrison Hills City School District who wish to conduct a meeting within the school buildings of this district on the basis of the religious, political, philosophical, or other content of the speech at such meeting, provided that the following conditions apply:

- A. The meeting is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the Board or its agents or employees;
- C. Employees or agents of the Board are present at religious meetings only in a nonparticipatory capacity;
- D. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

Such student groups shall comply with Board policy governing the use of buildings, and any request to use a school facility may be denied if it is determined that the meeting may materially and substantially interfere with the orderly conduct of educational activities within the school. To this end, groups which encourage or promote criminal or delinquent behavior, bigotry, or racism will not be permitted to meet on school premises.

STUDENT FUND RAISING

For all fund-raising activities occurring on district premises or at a district-sponsored event, or involving students or district employees, the following conditions shall be met:

- A. All fund-raising activities shall be approved in advance by the Superintendent or his/her designee.
- B. Student participation in fund-raising activities shall be voluntary and shall be approved by the Superintendent or his/her designee. Moreover, students may participate in fund-raising activities occurring off of district premises only with written permission from their parents.
- C. Instructional time shall not be used to organize or conduct a fund-raising activity. Likewise, fund-raising activities shall not interfere with any co-curricular or extra-curricular activity.
- D. Fund-raising activities which require students to provide a service or physically exert themselves shall be supervised at all times by a district employee.
- E. All merchandise contracts shall be reviewed by the Superintendent or his/her designee prior to execution. It is recommended that said contracts shall be based on existing cash fund balances and specify that any merchandise which is unsold and is resalable may be returned for full credit.
- F. Any student or district employee collecting receipts or receiving a contribution, gift, or bequest shall deposit such money or item with the Treasurer within 24 hours of receipt.
- G. The district advisor, coach, or supervisor for the fund-raising activity shall prepare records of the activity including amount of merchandise received, sold, and returned; receipts for merchandise; merchandise contracts; names and contact information of individuals and organizations involved with the activity; and any other relevant information. The original records shall be provided to the Treasurer for maintenance in accordance with the district records retention schedule; one copy of the records shall be maintained for the benefit of the student group or activity.
- H. The Superintendent may make exceptions to this Policy based upon the particular needs of a fund raising activity or student activity group.

SCHOOL AND NON-SCHOOL SPONSORED EXPRESSION

School-Sponsored Student Publications and Productions

The Board encourages student publications as a classroom-related learning experience in such courses as English, journalism, and video production and as an extracurricular activity. Such publications allow for coverage of student activities and the writing and producing of original literary and artistic projects; however, certain necessary guidelines must be established to regulate the publication and dissemination of student publications, performance of student productions, and broadcast of student video productions.

For purposes of this policy, “publications” shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books or other like materials. “Productions” shall include theatrical performances as well as impromptu dramatic presentations.

School publications/productions afford educational experiences for those students interested in these activities and should provide opportunities for the sincere expression of all facets of student opinion. In sponsoring a student publication, the Board is mindful of the fact that the publication could be available to any student attending this school district, and must, therefore, be generally suitable for all students. Materials which violate or may violate the rights of others may not be published. Adherence to copyright restrictions is required in all school sponsored publications. The school paper and video productions may reflect the policy and judgment of the student editors, consistent with the guidelines set forth below.

The Board reserves the right to designate and prohibit the distribution of printed materials which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials include, but are not limited to those which:

- A. Are discriminating or harassing toward an individual or group of individuals on the basis of race, sex, age, ethnicity, nationality, origin, disability, or other protected group under Board Policy;
- B. Are false and/or libelous toward any specific person or persons;
- C. Seek to establish the supremacy of a particular religious denomination, sect or point of view over any other religious denomination, sect or point of view;
- D. Advocate the use or advertise the availability of drugs, alcohol, or any other substance or which may reasonably be believed to constitute a direct or substantial danger to the health of students;

- E. Contain material that is obscene to minors as defined in Board Policy, or otherwise may be deemed to be harmful to impressionable students who may receive them;
- F. Incite violence, advocate the use of force or urge the violation of law or school regulations;
- G. Threaten a material and substantial disruption of the educational program of the school;
- H. Are obscene, indecent, vulgar, or constitute insulting or fighting words;
- I. Advertise goods or services for the benefit of profit making organizations;
- J. Fail to identify the student or organization responsible for the distribution;
- K. Solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board;
- L. Associate the district with any position other than neutrality on a matter of political or social controversy; or
- M. Fail to meet generally accepted standards of style, grammar, format, and suitability of materials.

School-sponsored publications may be distributed during selected class periods and/or in the cafeteria during lunch periods by students specifically assigned by the advisor of the school-sponsored publication for that purpose.

Advertising is permitted with the permission of the advisor in school newspapers, yearbooks, programs, etc. which are published by student organizations.

Faculty advisors shall advise on matters of style, grammar, format and suitability of materials. The final decision as to the suitability of material shall rest with the principal after consultation with the student editor and faculty advisor. If no advisor is assigned, the decision will be made by the principal or his/her designee. The decision shall be made within five (5) school days after presentation of the material to the principal. The principal's decision may be appealed to the Superintendent within five (5) school days. The Superintendent shall reach a decision in five (5) school days.

Non School-Sponsored Student Expression

The Board of Education recognizes that each student has certain constitutional rights to various forms of expression while attending the schools. It is further recognized by the Board of Education that with rights of expression there are accompanying responsibilities.

A. Verbal Expression

In expressing themselves, students bear the responsibility to refrain from the use of false or slanderous remarks, obscene, indecent or vulgar language, and to comport themselves in such ways as to allow all persons involved in discussion groups the opportunity to express themselves freely if they so desire. The use of insulting or fighting words, the very expression of which harasses other people through (1) threats of violence, or (2) defamation of character or a person's race, ethnic origin, or other protected characteristic is prohibited.

Students who refuse to abide by the broad social rules governing fundamental fairness in human dialogue may forfeit their right to engage in such dialogue as long as such refusal persists. Students who engage in outright slander, obscenity, or any other prohibited means of expression during such dialogue, or who otherwise materially and substantially disrupt the education process or infringe upon the rights of others, may subject themselves to appropriate disciplinary action.

Students as well as staff members have the right to be protected from belittling and demeaning comments and names. Students or staff members who believe they have been so offended should report the circumstances to an administrator.

B. Written Expression

Students have the right to distribute or display, at reasonable times and places, written material or photographs except expression which:

1. Is obscene to minors;
2. Is false and/or libelous;
3. Is pervasively indecent or vulgar;
4. Advertises any product or service not permitted to minors by law;

5. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, ethnic origin, or other protected group);
6. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act; or,
7. Constitutes child pornography or is otherwise prohibited by state or federal law.

Distribution or display of written material in any of the above categories is prohibited on school premises, on any property owned or controlled by the Board, or at any school-related event.

Obscene to minors is defined as:

1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
2. The written material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
3. The written material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors; or
4. The material constitutes child pornography.

Manner of Distribution

Distribution of non school-sponsored materials will be restricted in time and manner of distribution so as not to interfere with normal school operations.

Any student wishing to distribute or display any written material must first submit for approval a copy of the written material to the principal at least five (5) school days in advance of the desired distribution/display time, together with the following information:

1. The name of the student or organization distributing or displaying the material;
2. The date(s) of intended display or distribution; and,

3. The grade(s) of students whom the display or distribution is intended.
4. The material constitutes child pornography.

The principal will either approve the written material and allow its distribution or display within the time, place, and manner restrictions listed below, or deny it and indicate how it violates the guidelines listed above. If permission to distribute or display the written material is denied, the student shall have the opportunity to make necessary revisions and/or deletions to bring the material into compliance with Board policy.

Permission to distribute or display written material does not imply approval of its contents by either the school, the administration of the school, or the Board, and the student may be required to include a disclaimer of school and Board approval or endorsement of the written material.

If the student is dissatisfied with the decision of the principal, s/he may submit a written request for appeal to the Superintendent. The Superintendent will render a decision within five (5) school days. However, additional time may be needed depending on the nature of the material.

The student submitting the appeal shall have the right to appear and present the reasons, as to why distribution/display of the written material is appropriate.

Time, Place, and Manner of Distribution or Display of Approved Materials

The distribution or display of any written material shall be limited to a reasonable time, place, and manner as follows:

1. No written material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity or other activities;
2. No written material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school;
3. Students will be allowed to distribute written material, including petitions, at a table set up in the school cafeteria during the lunch period of the person requesting to distribute or display the material. Such materials must identify their author and the student displaying or distributing the material. Exceptions to this restriction will only be given in limited circumstances as deemed appropriate by the Superintendent; and,

4. The student or organization distributing or displaying the written material shall be responsible for all cleanup of such material, including removal of posters and banners, and cleanup of litter.

Disciplinary Action

Distribution or display by any student of non-approved, non school-sponsored written material prohibited by these guidelines will be halted, and such materials will be confiscated.

When in the judgment of the school administration a student has violated this policy, the school officials may use the proper due process procedures for appropriate consequences.

Any other party violating this guideline may be requested to leave the school property immediately and, if necessary, the police will be called.

TRANSPORTATION

Transportation between home area and school will be provided for each resident child attending a State-approved, nonpublic school in accordance with O.R.C. §3327.01. Transportation for students experiencing homelessness will be provided in accordance with the McKinney-Vento Act, 42 U.S.C. §11431 et seq.

General Provisions

- A. All provisions of law, State Department of Education regulations, and local Board of Education regulations pertaining to transportation shall be in effect and shall be applied uniformly to all resident pupils.
- B. All determination of distances shall be made by authorized Board of Education personnel, and such determination shall govern the application of these policies.
- C. All determinations of distance shall be by the closest dedicated route and shall be to the edge of the school lot line from the edge of the home lot line.
- D. The supervision of pupils while riding the bus is the direct responsibility of the driver. Transportation will be denied to pupils whose conduct is such as to disturb good order and discipline. Such pupils will be referred to the appropriate principal for such other discipline as may be deemed necessary. The safety of all the pupils must be the primary concern in such instances.
- E. No ineligible pupil may be transported at any time without specific authorization from the Office of the Superintendent of Schools, or his/her designee. There is no provision in law for the transportation of ineligible pupils with or without payment of fees.
- F. All exceptions will be granted for a period of one year only and will be reviewed on an annual basis.
- G. Exceptions granted by the administration will be documented in writing, including rationale for exceptions, to the Board of Education for informational purposes only.
- H. All students must ride their regularly scheduled bus to and from school unless they have a written request from their parent or legal guardian describing an emergency or unusual situation. This note must be presented to the building principal on the morning of the request.
- I. No student can be transported outside of the attendance area for his/her school. In an emergency situation, the student can be transported to another location in the attendance area. The student will be dropped off at the established stop closest to the location that is desired.

School Bus Transportation Program

In accordance with the standards prescribed by the Ohio Department of Education, the Board of Education shall present a school bus riding program to all students in Kindergarten through third grade who are offered bus transportation. Students in Kindergarten through third grade that transfer into the school system will also be provided bus safety instruction. The program shall consist of instruction in bus rider behavior, school bus safety, and the potential problems and hazards associated with school bus ridership.

Students Experiencing Homelessness

- A. Transportation shall be provided to homeless children and youth to and from the child's school of origin, if requested by the child's parent or guardian or the liaison on behalf of an unaccompanied youth.
- B. For transportation other than to the school of origin, transportation services shall be provided to homeless children and youth that are comparable to services offered to other students.
- C. The district shall work to eliminate transportation issues that act as barriers to the enrollment of homeless children.

SCHOOL BUS EMERGENCY AND EVACUATION PROCEDURES

The safety of students is a primary concern of the Board of Education. This policy is intended to address safety issues and emergency procedures relating to the transportation of students.

A. Medical Emergency Procedures:

In the event of an emergency requiring medical attention to a student that might result in the need for EMS services on a school bus the following procedure shall be used:

1. Stop the bus in a safe area and turn on the hazard lights.
2. Contact the bus garage and state the nature of the emergency. The bus garage will call 911.
 - a. If contact is not successful, use one of the following procedures:
 - (1) Proceed to the nearest available telephone and call 911 and then contact the bus garage or the Administration office.
 - (2) Send two students to the nearest house with the prepared emergency slip.
 - (3) Flag down an oncoming motorist and give them the prepared emergency slip.
 - b. Student's age, bus location, and the nature of the emergency, may necessitate decisions and/or adjustment by the driver regarding this procedure.
3. Attend to the needs of the student. (According to your ability)
4. Wait for EMS, police and/or an administrator's directive before moving bus.
5. Check the student's medical emergency form for further information or instructions.

B. Accident Procedures:

In the event that a bus is involved in an accident, the following procedures shall be followed:

1. The bus should not be moved unless directed to do so by the law enforcement agency.

2. The bus driver must make a decision as to whether an emergency evacuation must be done and what type to implement.
 - a. If no dangerous situation is present, students should remain on the bus and be assured that everything will be all right.
 - b. Evacuate students immediately if a dangerous situation is present (fire, smoke, etc.)
 - c. No student shall be released to anyone without proper authorization by school officials or law enforcement officials.
3. The bus driver should check for any injuries.
 - a. Apply basic first-aid procedures.
 - b. Obtain assistance from by-standers.
4. The appropriate school officials, law enforcement officials and emergency services shall be notified:
 - a. Contact the bus garage and state the nature of the emergency and location.
 - b. If contact is unsuccessful, send two students to the nearest phone with prepared emergency slip.
 - c. The bus garage will call the appropriate law enforcement agency and 911 emergency.
5. The scene of the accident should be protected from further accident or injury by employing safety devices (flares, etc.).
6. The bus driver shall collect and record data essential to the preparation of required reports.
 - a. The information must include but not be limited to the following:
 - (1) Have student emergency forms ready if necessary
 - (2) Date, time, and place of accident
 - (3) Bus vehicle information

- (4) Other vehicle's information (driver's name, license number and name of insurance company)
- (5) Injured persons
- (6) Damage to property
- (7) Description of accident
- (8) Witnesses
- (9) List of all students on bus
- (10) Weather condition
- (11) Visibility
- (12) Road condition

b. All accident information shall only be shared with school officials and law enforcement officials.

7. Upon return to the bus garage, the driver shall complete the following reports:

- a. School Bus Accident Form.
- b. State of Ohio Motor Vehicle accident report.
- c. Phone accident information to insurance carrier.

C. Disability of Driver:

In the event of injury or disability of the bus driver, these procedures will be followed:

1. School bus emergency evacuation drills are practiced three times a year with regular bus riders.
 - a. Line leaders are trained to perform certain tasks to assist a disabled driver, if necessary.
 - b. Students are trained to take the emergency slip to the nearest home, and to operate the radio.

D. School Bus Failure:

In the event of a mechanical breakdown of a school bus, the driver shall follow these procedures:

1. Make a decision whether students need to be evacuated. Assure them that everything will be all right.
2. The appropriate school officials shall be notified or emergency slip procedures listed earlier in this policy.
3. Secure the bus from accidents by use of warning devices, hazard lights, flares, etc.
4. The bus garage will be responsible for securing alternate equipment and repairing and recovering the disabled school bus.

E. Inclement Weather Conditions:

In the event of school closings, delayed starts and/or early dismissals, drivers will be notified. Parents and students will be notified through local radio/TV stations.

F. Tornado:

In the event of tornado sightings and/or warnings the following shall be used:

1. If a tornado warning is received, school buses shall not be loaded or put in transit until the "all clear" is announced.
2. All bus drivers and students shall seek shelter inside the school building in designated areas.
3. Protection of pupils on buses in transit to or from school is the primary responsibility of the bus driver. As soon as the driver becomes aware of a warning or visually observes a tornado, the driver shall take the following actions:
 - a. Find the nearest public building, such as a fire station, police station, school, etc., or a ravine or ditch.
 - b. Evacuate the bus taking the first aid kit and student emergency forms.
 - c. After danger has passed, the driver shall check pupils for shock or injury.
 - d. Administer first aid and request assistance.

- e. Contact the bus garage to report the nature of the situation.
- f. If assistance is not needed, board the pupils on bus and take them to their destinations.

G. Evacuation:

The bus driver shall organize and conduct three emergency exit drills for all students who ride school buses to and from school.

1. Each of the following three emergency procedures shall be conducted at least once annually:
 - a. Everyone exits through the front door.
 - b. Everyone exits through the rear emergency door.
 - c. Front half exits through the front and the rear half exits through rear door.
2. All drills shall be arranged and scheduled by the Administration in cooperation with the building principal at each school. Bus drivers will conduct the sessions.
3. Drills shall be held on school property, if possible.
4. The driver shall stay in the bus during evacuation drills. The parking brake must be set, the ignition turned off, the key removed, and transmission set in gear or park.
5. Students shall not take lunch boxes, books, etc., when leaving the bus.
6. Pupils shall assemble at a distance of at least one hundred (100) feet from bus in an "emergency drill" and remain there until given further directions.
7. Emergency evacuation of disabled pupils may require modification of the above procedures.
8. The school bus driver shall demonstrate and explain all other emergency exits: i.e., windows, roof hatches, side doors, emergency air release on doors, etc.; not used during the three prior emergency exits described in this policy.

H. Communication:

1. Parents

In the event of a medical emergency, bus accident, disability of driver, or tornado, parents will be contacted as soon as possible by a School Administrator or designated school district personnel.

2. Media

The Superintendent of Schools or designee will serve as the district's spokesperson regarding all dissemination of information to the media.

TRANSPORTATION OF STUDENTS IN BOARD-OWNED VEHICLES

The Board of Education has determined that there are situations in which it cannot reasonably provide for the transportation of students by school bus. Therefore, the Board authorizes the transportation of students to and from school and school-related activities and events in Board owned, leased, or contracted vehicles other than school buses subject to the provisions of this policy and O.A.C. 3301-83-06 and 3301-83-19.

The Superintendent and/or designee may permit the transportation of students in Board owned, operated, or contracted vehicles other than school buses, when school bus transportation cannot be reasonably provided. However, these vehicles shall not be routinely used for service to and from regularly scheduled school sessions except for preschool children, special needs children, homeless children, children inaccessible to school buses, or students placed in alternative schools.

Vehicle Requirements

All Board owned, operated, or contracted vehicles other than school buses used for the transportation of students must have been originally designed and constructed at the factory for nine passengers or less, not including the driver, and shall be equipped with the following:

- A. Safety equipment, including a fire extinguisher, first-aid kit, body fluid cleanup kit, fuses, spare fuses, and emergency reflectors.
- B. A rooftop sign marked “school transportation.”
- C. The name of the District, or the name of the contractor, if applicable, shall be clearly marked on the side of the vehicle.

A qualified mechanic shall inspect these vehicles at least two times per year. The inspection shall cover, at a minimum, all applicable sections of the school bus inspection requirements set forth in O.A.C. 3301-83-11(B). In addition, the Superintendent and/or his designee shall establish and implement periodic maintenance intervals for these vehicles. Documentation and proof of these inspections and service procedures, and all other vehicle records required under O.A.C. 3301-83-14, shall be kept on file in the transportation department.

Driver Requirements

All drivers of vehicles other than school buses utilized for student transportation must comply with the following requirements:

- A. Be at least twenty-one years of age with a minimum of two years of driving experience;
- B. Completion of semi-annual driver record checks through the Ohio Department of Education (“ODE”) for which records shall be maintained by the employer and/or

District for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:

1. More than six points during the past two years;
 2. A conviction of driving while under the influence of alcohol and/or a controlled substance during the past six years;
 3. Two (or more) serious traffic violations, as defined in divisions (D)(D)(1) to (D)(D)(7) of section 4506.01 of the Revised Code, during the past two years; or
 4. Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
- C. Holding a valid driver's license.
- D. Proof of financial responsibility or be insured by the Board or other transportation provider.
- E. A satisfactory criminal background report in accordance with O.R.C. §§3327.10(J) and (K). A new report shall be required every six years with driver certification pursuant to O.A.C. 3301-83-10, and the standard for evaluation of this report shall be as provided for in O.A.C. 3301-83-23. Records shall be maintained by the employer and/or District for a minimum of six years.
- F. Be physically qualified as determined by O.A.C. 3301-83-07.
- G. Complete preservice driver training requirements as follows:
1. A four hour minimum Ohio preservice driver curriculum or other course only as approved in advance by the pupil transportation office of the ODE.
 2. A driving performance evaluation and review.
 3. Submit evidence of training to the ODE.
 4. Have a certificate of acknowledgment of van driver training as issued by the ODE.
 5. A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.
- H. Complete two hours of annual inservice training.

A certificate of completion of these requirements for each driver shall be kept on file with the athletic director, transportation supervisor, principal, and Superintendent.

Vehicle Operation

The vehicles shall be operated at all times in accordance with all applicable laws, regulations, and ordinances, and the policies and procedures of the Board.

It shall be the responsibility of each driver or another qualified individual designated by the District or the transportation provider to complete and document a daily pre-trip inspection before transporting pupils. The pre-trip inspection records shall be kept on file for at least twelve months.

Loading and operation of the vehicles shall be in compliance with the passenger, weight, and other associated restrictions and instructions as identified by the original manufacturer of the vehicle.

Administrative, Staff, and School Security Personnel Requirements

No principal, teacher, security officer, staff member, or coach shall transport any student in any vehicle if they do not have a certificate and the vehicle is not appropriately marked with signage and equipped with safety equipment. However, this does not preclude a principal, security officer, or other staff member from transporting a student in his/her personal vehicle in the event of an emergency threatening the health and safety of the student or staff member.

STUDENTS WITH FOOD ALLERGIES

The Board recognizes the importance of providing all students with a safe and accessible educational environment.

In consultation with parents, school nurses and other employees, school volunteers, students, and community members, the Board has developed the following approach to protect students with peanut or other food allergies:

- A. Parents of students who have an allergy to a food item are responsible for providing information about the allergy, including documentation from the student's physician describing the nature of the allergy, to the principal of the school building in which the student attends.
- B. The principal or principal's designee shall, in consultation with the school nurse or other district personnel as needed, determine which procedures are necessary to protect the student with allergies.
- C. The principal or designee may refer the student for evaluation to determine whether the student is eligible for services under Section 504 or other applicable law.

INDIVIDUALIZED HEALTH PLAN (IHP)
Nursing Services 20__-20__

Name of student:	DOB	Grade	Homeroom.
Parent(s)	Phone (H) (Cell)	Phone (W)	Home Address

Physician:	Address	Phone

Emergency Contacts:			

MEDICAL INFORMATION

Medical Diagnosis:	
Medications:	
Treatments:	
Allergies	

EMERGENCY/CRISIS SITUATION

If You See This:	Do This:

Nursing Diagnosis	Student Goals/Objection	Intervention & Responsible Person	Evaluation

This individualized health plan was prepared by _____, RN School Nurse and will be shared with school staff on an as needed basis to meet the needs of _____ while in school for the 20__ - 20__ school year.

Signature of Parent/Legal Guardian _____

Date _____

Signature of School Nurse _____

Date _____

Signature of Teacher _____

Date _____

Other _____

Date _____

Other _____

Date _____

SUPERVISION OF STUDENTS

Because of their proximity to children, staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member. It is the purpose of this policy to establish guidelines to minimize this possibility.

The Board expects all students to be under assigned staff supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. Students are responsible to the school, and the school is responsible for them.

School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge. The staff is to serve "in loco parentis" during school hours or while engaging in school-sponsored activities.

Liability of Staff

1. Each staff member must maintain a standard of care or supervision, control and protection of students commensurate with assigned duties and responsibilities.
2. No teacher or other staff member shall leave his/her assigned group unsupervised unless an arrangement has been made to take care of an emergency.
3. A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.
4. A staff member must not send students on any personal errands off District property.
5. A student shall not be required to perform work or services that may be detrimental to his/her health.
6. A staff member must not transport students in a personal vehicle without the approval of the building principal.
7. Students are released only in the custody of parents or other authorized persons.
8. Each staff member must immediately report to the building principal an accident or a safety hazard he/she detects.
9. Pursuant to the laws of the state, each teacher must report to the building principal immediately any signs of suspected child abuse or drug abuse.

When individuals not employed by the District are utilized as chaperones for school activities, the following general guidelines apply:

1. Chaperones are volunteers under the direction of the activity advisor.
2. Chaperones must be 21 years of age or older.
3. Chaperones are to be made aware of all rules and regulations pertaining to the activity.
4. Chaperones are responsible for supervision of students under the directions and guidelines established by the advisor, teacher or District.
5. For bus trips, chaperones' names are supplied, in writing, to the bus driver by the trip sponsor.

STUDENT AUTOMOBILE USE

The transportation policies of the Board are aimed at providing a safe, efficient and economical method of getting students to and from school and school-sponsored activities. The Board provides transportation services to students that meet or exceed State law.

The Board recognizes that students might desire to drive their own vehicles to school. Therefore, the Board directs the Superintendent/designee to develop and maintain administrative guidelines to ensure the safety of student drivers, passengers and all other persons on District property.

In compliance with State law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian.

Students are discouraged from transporting other students to and from student activities, events and programs.

LEGAL REFS.: ORC 3327.01; 3327.09;
4507.05; 4507.07

ADMISSION OF EXCHANGE STUDENTS

The Board believes that one of the most effective vehicles for improving international understanding is communications among the individuals of various nations. Accordingly, the Board endorses the involvement of high school students and their families in recognized foreign exchange student programs. The Superintendent and administrative staff are responsible for developing regulations to direct the involvement of the high school with such programs.

Exchange students are not responsible for tuition if sponsored under an approved exchange program while temporarily residing in the District with a host family. Exchange students must meet the regulations and expectations of local students, including immunization requirements.

Exchange students are encouraged to participate in all student activities, provided they meet the academic requirements.

The Board reserves the right to limit the number of exchange students in any given year.

Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of that school district in order to be eligible for athletics.

LEGAL REFS.: ORC 3313.20; 3313.535; 3313.64

STUDENT SAFETY

The objectives of safety instruction in the District include:

1. learning how to practice safety and to prevent accidents;
2. learning how to safely use and properly care for tools and equipment so as to reduce the possibility of accidents;
3. developing habits of good housekeeping, proper storage and handling of materials and sanitation;
4. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes and
5. learning how to cooperate with others in the promotion and operation of a safety program in the school, on school vehicles and to and from school.

Instruction in courses in industrial technology, science, family consumer science, art, physical education, health and safety includes and emphasizes safety and accident prevention.

Safety instruction precedes the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Teachers instruct students not to accept gifts or automobile rides from strangers. The students are also instructed to tell the teachers, their parents, police or school patrols of any suspicious strangers.

The Board directs the Superintendent/designee to provide instruction in personal safety and assault prevention in grades kindergarten through six. Upon the written request of a parent, a student shall be excused from taking such instruction.

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;

2. shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

Buildings are inspected annually to detect and remedy health and safety hazards. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.96
3705.05
3737.73
OAC 3301-35-06

MANAGEMENT OF SUSPECTED BED BUG INFESTATION

Bed bugs are small, reddish-brown, oval shaped, flat insects that are about ½ inch long. They feed on humans at night and then crawl away to hide in the cracks, crevices, and recesses of furniture. Bed bugs do not transmit disease.

STUDENTS ARE NOT TO BE EXCLUDED FROM SCHOOL DUE TO BED BUGS.

Bites are usually found in a line, especially on the head and upper body. There is usually a pattern to the bites. Bed bugs are spread through a number of methods, including the acquisition of infested second hand furniture, as well as by hitch-hiking on items used during travel, such as book bags, outerwear, and other belongings. Once established bugs can move through the building by crawling or transport on humans.

If a suspected bed bug is found in a school, the following procedure must be followed:

- A. Discreetly remove child from classroom to inspect the area;
- B. Remove the bug but do not crush the bug;
- C. Save the bug in a zip lock bag;
- D. Take it to the office;
- E. Staff should isolate the source where the bed bug was found, such as the book bag or clothing, and place it in a plastic bag. Clothes and outerwear may be a source as bed bugs can “hitch hike”;
- F. The principal will notify the custodian of the infested building and appropriate members of the district office;
- G. A specialist from a professional pest control company will be called to come to the school to identify the bug;
- H. If the professional pest control company identifies the bug as a bed bug:
 1. Parents or guardian will be notified by phone;
 2. The attached letter will be sent home with the child involved notifying parents or guardians of the confirmation of the bug;
 3. The letter will give suggestions about how to address this issue;

4. If the parent/s need information about getting rid of bed bugs or want more detailed information they can contact the Harrison County Health Department at 740-942-2622 press 0 to ask for information.
- I. The custodian and principal manage environmental issues in their respective buildings. Each building has a reporting procedure for reporting the finding of insects, including bed bugs, within the building or classroom. The district also has a plan for treatment as needed. The principal will work with the custodian of the infested school to verify proper cleaning of the infested area.
- J. Bugs found on a bus should go through the bus driver and director of operations.

If bug bites are seen on a student's body, refer the individual to the school nurse. The nurse will assess the bites and notify the parent/guardian.

It is important to treat each person with discretion, dignity and respect when dealing with this issue. Remove the child discreetly from the classroom, if necessary, for assessment. Bed bugs have nothing to do with cleanliness or socio-economic status.



Note from the Nurse

Harrison Hills City School District Nursing Department

HEALTH SERVICES NOTIFICATION AND INFORMATION ABOUT BED BUGS

Dear Parent or Guardian:

We recently found a bed bug in your child's classroom. Bed bugs are a nuisance, but their bites are not known to spread disease. Bed bugs are usually active at night and feed on human blood. The bite does not hurt at first, but it may become swollen and itchy, much like a mosquito bite. Watch for clusters of bites, usually in a line, on exposed areas of the body. If you have concerns for you or your child, please contact your doctor.

The source of bed bugs often cannot be determined, as bed bugs may be found in many places including hotels, planes, and movie theaters. Even though it is unlikely for bed bugs to be spread in schools, Harrison _____ will conduct an inspection and, if needed, will treat the area where the bed bug was found.

Harrison _____ will continue to work to identify bed bugs, provide thorough inspections of schools, and have licensed pest control specialists treat the rooms if a problem is found. Contact your physician or school nurse for proper care and treatment of bed bug bites.

If you have any questions regarding bed bugs in your school, please contact the principal or school nurse. If you have any questions regarding bed bugs found in your home, refer to the Central Ohio Bed Bug Task Force's web site at www.centralohiobedbugs.org.

Sincerely,

**VIDEO AUTHORIZATIONS FROM PARENTS NEEDED FOR
RESIDENT EDUCATOR VIDEO**

Most school districts ask parents as the school year begins to complete and sign a form regarding directory information, emergency contacts, and permission for student photographs and video to be used for education purposes. Resident educators will need parental permission for video of children, in case they are taped in footage taken for the purpose of evaluating teacher performance.

If your school does not already have a release form for this purpose, below is sample language that your district may use:

Sample Video Authorization

I authorize the use of video recordings of my child _____ for the purpose of assessing teacher performance.

Parent name (print please)

Parent signature

Date

RESTRAINT AND SECLUSION

The Board requires the implementation of an evidence-based, school-wide system or framework of non-aversive Positive Behavior Intervention and Supports (“PBIS”) by its employees to address inappropriate behavior by district students. As part of this framework, the district’s educational environments shall be structured to greatly reduce, and in most cases eliminate, the need to use the techniques of restraint or seclusion on district students. The PBIS prevention-oriented framework applies to all students, all staff, and in all settings.

Physical restraint and/or seclusion may only be used by trained district employees, and only when the dangerous behavior of a student creates an immediate risk of physical harm to the student or others and no alternative safe and effective intervention strategy is possible. Further, those techniques must be used in a manner that is age and developmentally appropriate. District employees shall utilize physical restraint and seclusion only in a manner that protects the safety of all children and adults within the district. Practices that do not adhere to the standards and requirements set forth in this policy are prohibited.

DEFINITIONS

Aversive Behavioral Interventions: an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant or taste.

Chemical Restraint: a drug or medication used to control a student’s behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional’s authority under Ohio law, for the standard treatment of a student’s medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional’s authority under Ohio law.

Mechanical Restraint:

- A. Any method of restricting a student’s freedom of movement, physical activity, or normal use of the student’s body by using an appliance or device manufactured for this purpose; but

- B. Does not mean a device used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purpose for which the device was designed and, if applicable, prescribed, including:
 - 1. Restraints for medical immobilization;
 - 2. Adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
 - 3. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent:

- A. A biological or adoptive parent;
- B. A guardian generally authorized to act as the child’s parent, or authorized to make decisions for the child (but not the state if the child is a ward of the state);
- C. An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent or other relative) with whom the child lives, or an individual who is legally responsible for the child’s welfare;
- D. A surrogate parent who has been appointed in accordance with O.A.C. §3301-51-05 (E); or
- E. Any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of a child.

Physical Escort: the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical Restraint: the use of physical contact in a way that immobilizes or reduces the ability of an individual to move the individual’s arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes:

- A. To break up a fight;
- B. To knock a weapon away from a student’s possession;
- C. To calm or comfort;

- D. To assist a student in completing a task/response if the student does not resist the contact; or
- E. To prevent an impulsive behavior that threatens the student’s immediate safety (e.g. running in front of a car).

Positive Behavior Intervention and Supports:

- A. A school-wide systematic approach to embed evidence-based practices and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students; and
- B. Encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Prone Restraint: physical or mechanical restraint while the individual is in the face-down position for an extended period of time.

Seclusion: the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

Student Personnel: teacher, principal, counselor, social worker, school resource officer, teacher’s aide, psychologist, bus driver, or other district staff members who interact directly with students.

Timeout: a behavior intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

PROHIBITED PRACTICES

The following are prohibited under all circumstances, including emergency safety situations:

- A. Prone restraint as defined in Executive Order 2009-13S;
- B. Corporal punishment;
- C. Child endangerment as defined in O.R.C. §2919.22;

- D. Seclusion or restraint of preschool students in violation of the provisions of O.A.C. §3301-37-10(D);
- E. The deprivation of basic needs;
- F. Restraint that unduly risks serious harm or needless pain to the student, including the intentional, knowing, or reckless use of any of the following techniques:
 - 1. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
 - 2. Pinning down with knees to torso, head and/or neck;
 - 3. Using pressure points, pain compliance and joint manipulation techniques;
 - 4. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
 - 5. Using other students or untrained staff to assist with the hold or restraint;
or
 - 6. Securing a student to another student or to a fixed object.
- G. Mechanical or chemical restraints (which does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, or medication administered as prescribed by a licensed physician);
- H. Aversive behavioral interventions; or
- I. Seclusion of students in a locked room.

RESTRAINT

District employees are expressly prohibited from using the emergency safety intervention techniques of “prone restraint” (physical or mechanical restraint while the student is in the face down position), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student’s primary mode of communication.

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible, and only in a manner that is age and developmentally appropriate.

Employees authorized to use the technique of physical restraint must:

- A. Be appropriately trained to protect the care, welfare, dignity and safety of the student;
- B. Continually observe the student in restraint or seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- C. Use verbal strategies and de-escalation techniques in an effort to help the student regain control;
- D. Immediately remove the student from physical restraint when the risk of physical harm to himself/herself or others has dissipated;
- E. Conduct a debriefing with all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. Complete all required reports and document staff observations of the student.

If a student repeatedly engages in dangerous behavior that leads to instances of restraint, the district shall conduct a functional behavioral assessment to identify the student's needs and more effective ways to address those needs. If necessary, the functional behavioral assessment will be followed by a behavioral intervention plan that incorporates appropriate positive behavioral interventions.

SECLUSION

Seclusion is a last resort safety intervention that provides an opportunity for the student to regain self-control. Seclusion may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion shall never be used as a punishment or to force compliance, and should only be used in a manner that is age and developmentally appropriate.

A room or area used for seclusion shall provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student. The room or area used for seclusion shall never be locked.

Seclusion shall not be used for:

- A. The convenience of staff;

- B. As a substitute for an educational program;
- C. As a form of discipline or punishment;
- D. As a substitute for less restrictive alternatives;
- E. As a substitute for inadequate staffing;
- F. As a substitute for staff training in PBIS and crisis prevention and intervention; or
- G. As a means to coerce, retaliate, or in a manner that endangers a student.

Staff using the technique of seclusion must:

- A. Be appropriately trained to protect the care, welfare, dignity, and safety of the student;
- B. Continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- C. Use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- D. Remove the student when the immediate risk of physical harm to self or others has dissipated;
- E. Conduct a de-briefing, including all involved staff, to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. Complete all required reports and document their observation of the student.

If a student repeatedly engages in dangerous behavior that leads to instances of seclusion, the school district shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, a functional assessment will be followed by a behavioral intervention plan that incorporates appropriate positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT

All student personnel shall be trained annually on the Ohio Department of Education's policies regarding PBIS and restraint and seclusion, O.A.C. §3301-35-15, and this policy. Such training

shall be kept current in accordance with the requirements of the provider of the training. The district shall maintain written and electronic documentation on such training, which shall include a list of all employees who have participated in the training. Further, an adequate number of employees in each building in the district shall be trained in crisis management and de-escalation techniques.

REQUIRED DATA AND REPORTING

Each use of seclusion or restraint shall be documented in writing and immediately reported to building administration and the parents of the student restrained or secluded. A copy of the report shall be made available to the parent or guardian within twenty-four (24) hours, and the school shall maintain a copy of the report in the student's file.

MONITORING AND COMPLIANCE

Parents of district students may submit written complaints to the Superintendent regarding an incident of restraint or seclusion. Upon receipt of such complaint, the Superintendent shall initiate an investigation of the incident, and shall respond to the parent's complaint, in writing, within thirty (30) days of receiving the parent's complaint.

This policy shall be made available to the parents of district students on an annual basis and an electronic version of it shall be posted on the district's website.

LEGAL REFS: O.A.C. §3301-35-15

Revised: February 25, 2014

C.P.R. AND A.E.D. TRAINING

Beginning with the 2017-2018 school year, instruction in cardiopulmonary resuscitation (“C.P.R.”) and the use of an automated external defibrillator (“A.E.D.”) shall be provided at the District’s schools for students in grades nine through twelve. Instruction shall include the psychomotor skills necessary to perform cardiopulmonary resuscitation and use of an automated external defibrillator and shall be either of the following:

1. An instructional program developed by the American Heart Association or the American Red Cross that includes instruction in C.P.R. and the use of an A.E.D.; or
2. An instructional program that is nationally recognized and based on the most current national, evidence-based emergency cardiovascular care guidelines for C.P.R. and the use of an A.E.D.

No student shall receive certification in C.P.R. and the use of an A.E.D. unless the student is trained by an authorized or certified instructor. A licensed educator does not have to be certified to provide training in the manner prescribed by this Board policy to facilitate, provide, or oversee instruction in C.P.R. and the use of an A.E.D. that does not result in certification of students.

Exceptions

Upon written request of a student’s parent or guardian, a student shall be excused from taking instruction in C.P.R.

If a student is a child with a disability and is incapable of performing the psychomotor skills required to perform C.P.R. and to use an A.E.D., as indicated in the student’s IEP, the student shall not be required to receive instruction.

LEGAL REFS: O.R.C. §§3313.60; 3313.6021

Adopted: November 17, 2016

BOARD OF EDUCATION

POLICIES

CHAPTER VII

Instructional Program

EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education policies must set high expectations for academic performance, and education of all students regardless of race, color, creed, disability, religion, gender, ancestry, national origin, English-language proficiency, or social or economic background.

Therefore, all aspects of a student's education and development under the control of the Board of Education, including but not limited to: tests, materials, athletics, activities, facilities, curriculum, text books and other educational materials and supplies must be developed and implemented to achieve equal educational opportunity.

This policy will be communicated to all present district personnel and to all future employees.

CURRICULUM AND INSTRUCTION

The Board of Education recognizes that in order to foster the role of education in a democratic society and to ensure equal opportunity to students of different personality characteristics and viewpoints, it may not permit the curriculum to remain static. The Board deems it essential that the school system continually develop and modify its curriculum to meet the changing needs and diversity of its citizenry and to assure the full, rounded, and continuing development of the individual personality in the community. Therefore, the district's curriculum shall be developed with input and dialogue from parents, community members and stakeholders. While the Board retains its full rights and responsibilities under the laws of Ohio with regard to the determination of the curriculum, it authorizes the administration to organize advisory committees, which may be comprised of students, parents, teachers, and administrators to periodically review the curriculum and advise the Board of curriculum changes.

The following guidelines have been established by the Board for use by advisory committees:

- A. The curriculum shall be developed to comply with the Standards for Ohio Schools and to meet local needs and shall provide for the use of phonics in the teaching of reading in grades K through 3.
- B. The committee may utilize the state standards and model curriculum established by the State Board of Education in English language arts, mathematics, science, social studies, fine arts, foreign language, and technology, together with other relevant resources, examples, or models, such as national standards for other subjects where no state standards exist, to ensure that students have the opportunity to attain the statewide or national academic standards or non-academic standards.
- C. The curriculum shall be consistent with the district's vision, mission statement, educational philosophy, and strategic plan.
- D. The curriculum shall provide for the needs of all students. Courses of study shall provide for the following topics to be a part of the curriculum: career and technical education, democracy and ethics, health, first aid, and physical education, multi-cultural education, energy and resource conservation education, family and consumer sciences, and business and economics.
- E. The committee shall explore course offerings and teaching methods that will strengthen student character, firmness of student conviction, and integrity of purpose.
- F. The committee shall review curriculum requirements of the State Department of Education and shall express its recommendations for change, if any, to the Board, which may choose to communicate them to state officials.

A dynamic instructional program requires on-going alteration in the curriculum and courses of study.

It is the policy of the Board of Education that no basic course of study shall be eliminated or new courses added without approval of the Board of Education, nor shall any alteration or reduction of a course of study be made without such approval.

CURRICULUM GUIDES AND COURSES OF STUDY

Curriculum guides shall be provided, as necessary, for the various subject areas. These guides shall present at least a minimal outline for instruction and a basis for further development of the particular course.

The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject, and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, variations of approaches, and materials.

- A. Courses of study shall establish the basis for curriculum and instruction and shall define the key components of the district's curriculum.
 1. A course of study shall be adopted for each subject taught. Each course of study shall:
 - a. Comply with the provisions of O.R.C. §3313.60;
 - b. Align with the district's vision, mission statement, philosophy of education, and strategic plan;
 - c. Specify standards and indicators defining what students are to know and be able to do;
 - d. Establish a scope and sequence of knowledge and skills to be taught;
 - e. Provide a basis for pupil evaluation and the need for intervention.
 - f. Address the various developmental needs for early childhood, middle childhood and adolescence through young adult students.
 - g. Be guided by Ohio's state-adopted model curriculum programs, or other curriculum models and standards assessed by the state achievement tests.
 2. Courses of study shall provide for the following topics to be a part of the curriculum: career and technical education, democracy and ethics, health, first aid, and physical education, multicultural education, energy and resource conservation education, family and consumer sciences, and business and economics.
 3. Courses of study shall be reviewed and updated as needed.
- B. The principals and, department heads, shall see that classroom instruction adheres to the courses of study.

C. The Superintendent shall maintain a copy of all courses of study offered in their buildings.

Upon the request of any parent or legal guardian of a student, the parent or guardian shall be permitted to promptly examine, with respect to the parent's or guardian's own child:

- A. Any survey or questionnaire, prior to its administration to the child;
- B. Any textbook, workbook, software, video, or other instructional materials being used in connection with the instruction of the child;
- C. Any completed and graded test taken or survey or questionnaire filled out by the child;
- D. Copies of the statewide academic standards and each model curriculum developed by the State Board of Education, which shall be available at all times during school hours in each school building.

LEGAL REFS: O.R.C. §3313.60
O.A.C. 3301-35-04

SUMMER SCHOOL PROGRAM

A summer school program providing opportunities for enrichment, recreation, and remedial instruction for students in grades one through twelve may be provided, as well as make-up courses for eligible students. Students eligible to participate in the summer school program include:

- A. Resident students eligible for regular attendance in the public schools of this district;
- B. Students eligible by standards established by the governmental funding source;
- C. Nonresident students whose age or grade level is appropriate to the course of study applied for, provided that the attendance of such students will not preclude the attendance of resident students; or
- D. Summer residents of this district whose age or grade level is appropriate to the course of study applied for, provided that the attendance of such students will not preclude the attendance of resident students.

Make-up courses are specifically designed for students who have failed or received a low grade in a course during the school year.

Tuition fees for resident and nonresident pupils may be charged, subject to the Board of Education's approval, except as such programs are funded by the federal government or other outside agencies.

The summer school curriculum shall be established in line with the needs of students and/or as may be mandated by legislation. The administration shall have the right to cancel announced summer courses for which there is insufficient enrollment and to refund fees. It shall also have the right to dismiss a student with no refund of fees for disciplinary reasons. Remedial courses at elementary levels and make-up and review courses at secondary levels shall provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotional/credit standards.

PROMOTION, PLACEMENT AND RETENTION

The educational curriculum as adopted by the Board of Education is designed to enable students to progress from grade to grade.

Promotion, placement, or retention of students in kindergarten through grade eight (8) will be based on the student's academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation. These factors will be carefully weighed by the professional staff and parents.

In grades nine (9) through twelve (12), promotion or retention will be determined by credits earned.

Promotion or Retention Of Third Grade Students

- A. Until June 30, 2013, for any student who attains a score in the "limited level of skill" range on the assessment to measure skill in English language arts at the end of third grade, the school district shall do one of the following:
1. Promote the student to fourth grade if the student's principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared to be promoted to fourth grade;
 2. Promote the student to fourth grade but provide the student with intensive intervention services in fourth grade;
 3. Retain the student in the third grade.
- B. Beginning with students who enter third grade in the 2013-2014 school year, no student shall be promoted to fourth grade who attains a score of less than the level of achievement designated by the State Board of Education (the "State Board") for the assessment to measure skill in English language arts at the end of third grade, unless one of the following applies:
1. The student is a limited English proficient student who has been enrolled in United States schools for less than two full school years and has had less than two years of instruction in an English as a second language program.
 2. The student's individualized education program ("IEP") exempts the student from retention under this division.
 3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education ("ODE").
 4. All of the following apply:

- a. The student is a child with a disability entitled to special education and related services;
 - b. The student has taken the third grade English language arts achievement assessment;
 - c. The student’s IEP or Section 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading;
 - d. The student previously was retained in any of grades kindergarten to three.
- 5.
- a. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three.
 - b. A student who is promoted under paragraph B.5.a. of this policy shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

C. Mid-Year Promotion

A student who is retained in third grade shall be eligible for mid-year promotion to the fourth grade upon demonstrating the following:

1. Participation in remediation services offered or approved by the District; and
2. Reading proficiency at or above grade level.

Children of Military Families

Pursuant to O.R.C. §3301.60, children of military families who transfer from a public school district in another state (the “sending state”) shall be enrolled in the grade level commensurate with their grade level in the prior district regardless of age. The district shall honor placement of such a student in an educational program (for example, gifted education program, limited English proficient (LEP) program, vocational education program) based on educational assessments conducted at the student’s prior district or the student’s participation and placement in like programs at the prior district. The district may perform its own evaluations to ensure the appropriate placement for such students.

Truancy

Any student who is truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade shall not be promoted to the next grade level unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

As used in this policy, "academically prepared" means that the principal in conjunction with the appropriate teacher(s) has reviewed the student's work and records and has concluded that, in the principal's judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

The final decision of promotion, placement, or retention will rest with the Superintendent. The Superintendent or designee shall report information to ODE in the prescribed manner.

LEGAL REFS: O.R.C. §§3301.60, 3313.608; 3313.609
 O.A.C. 3301-35-04

Revised: February 25, 2014

REMEDIATION/INTERVENTION PROGRAM FOR READING SKILLS

The Board of Education shall provide instruction, intervention, and/or remediation services to students reading below grade level as established by Ohio law pursuant to the Third-Grade Reading Guarantee. A reading diagnostic assessment shall be given by September 30 of each year for students in kindergarten through third grade.

- A. Any student enrolled in kindergarten to third grade who is identified as reading below grade level shall be provided with intensive reading instruction, regular diagnostic assessments, and intervention services.
 1. The intervention services shall include:
 - a. Research-based reading strategies that have been shown to be successful in improving reading among low-performing readers; and
 - b. Instruction targeted at the student's identified reading deficiencies.
 2. Within sixty (60) days after receiving the student's results on the diagnostic assessment, the district shall develop a reading improvement and monitoring plan. The student's parent or guardian and classroom teacher shall be involved in developing the plan. The plan shall include all of the following:
 - a. Identification of the student's specific reading deficiencies;
 - b. A description of the additional instructional services and support that will be provided to the student to remediate the identified reading deficiencies;
 - c. Opportunities for the student's parent or guardian to be involved in the instructional services and support provided;
 - d. A process for monitoring the extent to which the student receives the instructional services and support;
 - e. A reading curriculum during regular school hours that does all of the following:
 - i. Assists the student to read at grade level;
 - ii. Provides scientifically based and reliable assessment; and
 - iii. Provides initial and ongoing analysis of the student's reading progress.

- f. A statement that, unless the student attains the appropriate level of reading competency by the end of third grade, the student will be retained.

The plan shall further include the student’s completed diagnostic assessment, the results of such assessment, and any other accompanying documents used during the administration of the assessment.

- 3. Each student entering the third grade for the first time on or after July 1, 2013, who is on a reading improvement and monitoring plan or who has been retained by the Third Grade Reading Guarantee shall be assigned a teacher who has at least one (1) year of teaching experience who satisfies one or more of the following criteria:
 - a. The teacher holds a reading endorsement on the teacher’s license and has attained a passing score on the corresponding assessment for that endorsement, as applicable.
 - b. The teacher has completed a master’s degree program with a major in reading.
 - c. The teacher was rated “most effective,” for reading instruction consecutively for the most recent two (2) years based on assessments of student growth measures developed by a vendor and that is on the list of student assessments approved by the State Board of Education.
 - d. The teacher was rated “above expected value added” in reading instruction as determined by criteria established by the ODE for the most recent consecutive two (2) years.
 - e. The teacher has earned a passing score on a rigorous test of principles of scientifically research-based reading instruction as approved by the State Board of Education.
 - f. The teacher holds an educator license for teaching grades pre-kindergarten through three or four through nine issued on or after July 1, 2017.
- 4. A student described in paragraph 3. above who enters third grade for the first time on or after July 1, 2013, may be assigned to a teacher with less than one (1) year of teaching experience provided he/she meets one or more of the criteria described above and the teacher is assigned a teacher mentor who meets the qualifications.
- 5. A student described in paragraph 3. above who enters third grade for the first time on or after July 1, 2013, but prior to July 1, 2016, may be assigned to a teacher who

holds an alternative credential approved by the ODE or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the ODE. Beginning on July 1, 2014, the alternative credentials and training described in this policy shall be aligned with the reading competencies adopted by the State Board of Education.

6. A student described in paragraph 3. above who enters third grade for the first time on or after July 1, 2013, may receive reading intervention or remediation services from an individual employed as a speech-language pathologist who holds a license issued by the Board of Speech-Language Pathology and Audiology and a professional pupil services license as a speech-language pathologist issued by the State Board of Education.
 7. A teacher other than a student's teacher of record may provide services required by this policy, so long as that other teacher meets the requirements set forth above, and the teacher of record and the school principal agree to the assignment. Any such assignment shall be documented in the student's reading improvement and monitoring plan. "Teacher of record" means the classroom teacher to whom the student is assigned.
 8. A teacher may teach reading to any student who is an English language learner and has been in the United States for three years or less, or to a student who has an IEP if that teacher holds an alternative credential approved by the ODE or has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the ODE. Beginning on July 1, 2014, such alternative credentials and training shall be aligned to the reading competencies adopted by the State Board of Education.
- B. Any student who is promoted to fourth grade despite having attained a score less than the level of achievement designated by the State Board for the English language arts assessment at the end of third grade shall be provided in fourth grade with intensive reading instruction and intervention services. The reading instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.
- C. Any student who is retained in third grade for having attained a score less than the level of achievement designated by the State Board for the English language arts assessment at the end of third grade shall be provided with the following:
1. Intense remediation services until the student is able to read at grade level. The remediation services shall include intensive interventions in reading that address the

student's identified reading deficiencies. The interventions shall include not less than ninety minutes of reading instruction and any of the following:

- a. Small group instruction;
 - b. Reduced teacher-student ratios;
 - c. More frequent progress monitoring;
 - d. Tutoring or mentoring;
 - e. Transition classes containing third and fourth grade students;
 - f. Extended school day, week, or year; or
 - g. Summer reading camps.
2. A high-performing teacher, as determined by the teacher's student performance data, when available, and performance reviews; and
 3. The opportunity for mid-year promotion upon demonstrating compliance with district policy.

Students may receive applicable services from one or more providers other than the district, subject to approval by the district or the ODE. If a student participates in remediation services and demonstrates reading proficiency in accordance with ODE standards prior to the start of fourth grade, the student shall be promoted to fourth grade.

- D. Any summer remediation services provided by the district shall meet the following conditions:
 1. The remediation methods shall be based on reliable educational research.
 2. Testing shall be conducted before and after students participate in the program to facilitate monitoring results of the remediation services.
 3. The parents of participating students are involved in programming decisions.
- E. Any intervention or remediation services provided to students reading below grade level shall include intensive, explicit, and systematic instruction.
- F. Each applicable diagnostic assessment shall be administered to any student who transfers into the district or to a different school within the district if each applicable diagnostic

assessment was not administered by the district or school the student previously attended in the current school year, within thirty (30) days after the date of transfer. If the district cannot determine whether the student has taken any applicable diagnostic assessment in the current school year, the district may administer the diagnostic assessment to the student.

The Superintendent or designee shall report information to the ODE in the prescribed manner.

This policy is to be updated annually.

LEGAL REFS: O.R.C. §§3313.608; 3313.6012; 3301.0715

Revised: February 25, 2014

DIAGNOSTIC ASSESSMENTS

The Board of Education shall, whenever legally mandated, administer each diagnostic assessment developed by the State Board of Education (the “State Board”) in order to measure student comprehension of academic content and mastery of related skills. Assessments for students in grades kindergarten through two shall measure English language arts and mathematics. Assessments for students in grade three shall measure English language arts.

The Superintendent or designee shall administer each diagnostic assessment to the following:

- A. Each student enrolled in a building that has failed to make adequate yearly progress for two or more consecutive school years;
- B. Any student who transfers into the District or to a different school within the District if each applicable diagnostic assessment was not administered by the previous school or district attended in the current school year, or if the District cannot determine that the assessment was administered, within thirty days after the date of transfer;
- C. Each kindergarten student, not earlier than four weeks prior to the first day of school and not later than October 1; and
- D. Each student enrolled in first or second grade.

The District shall administer any diagnostic assessment at least once annually to all students in the appropriate grade level. The Superintendent or designee may administer any diagnostic assessment in the fall and spring of any school year in order to measure the “value added” of the instruction received by students during that school year.

Any diagnostic assessment administered shall be utilized and scored in accordance with rules established by the State Board. After the administration of any diagnostic assessment, a student’s completed diagnostic assessment, the results of the assessment, and any other accompanying documents used during the administration of the assessment shall be provided to the parent of the student.

Assessment of Reading Skills

Beginning with the 2012-13 school year, the Superintendent or designee annually shall assess the reading skills of each student enrolled in kindergarten to third grade by September 30 and shall identify students who are reading below their grade level. The Superintendent or designee shall use the diagnostic assessment developed by the State Board for English language arts or a comparable tool approved by ODE. The students’ classroom teachers shall be involved in assessing and identifying students reading below grade level.

For each student identified as having reading skills below grade level, the student’s parent or guardian shall be provided, in writing, the following information:

1. Notification that the student has been identified as having a substantial deficiency in reading;
2. A description of the current services that are provided to the student;
3. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency;
4. Notification that if the student attains a score less than the level designated by the State Board on the English language arts assessment at the end of third grade, the student shall be retained unless the student is exempt under law. The notification shall specify that the English language arts assessment is not the sole determinant of promotion and that additional evaluations and assessments are available to the student to assist parents and the district in knowing when a student is reading at or above grade level and ready for promotion.

In addition, the District shall provide intensive reading instruction to a student identified with a reading deficiency, in accordance with O.R.C. §3313.608 and Board policy.

The District shall submit results of diagnostic assessments to the Ohio Department of Education (“ODE”) in the prescribed manner.

ACADEMIC PREVENTION/INTERVENTION SERVICES

The Board of Education authorizes and directs the Superintendent or designee to conduct academic prevention/intervention services for all grades and all schools throughout the district. Such prevention/intervention services shall include, but are not limited to, all of the following:

- A. Use of diagnostic assessments to measure student progress toward the attainment of academic standards and to identify students who may not attain academic standards;
- B. Classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments;
- C. The regular collection of student performance data;
- D. Use of student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services;
- E. Required prevention/intervention services set forth in O.R.C. §§3301.0711; 3301.0715; and 3313.608.

Prevention/intervention services shall be provided in pertinent subject areas to students who score below the proficient level on a reading, writing, mathematics, social studies, or science proficiency or achievement test or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

Intervention services shall also be provided to students whose diagnostic assessments show that they are failing to make satisfactory progress toward attaining the academic standards for their grade level.

The Superintendent or designee shall submit the results of diagnostic assessments to the Ohio Department of Education in the prescribed manner. This policy shall be updated annually.

LEGAL REFS: O.R.C. §§3313.6012; 3301.0711; 3301.0715; 3313.608

Revised: February 25, 2014

SPECIAL ACCOMMODATIONS FOR STUDENTS AND TESTING

For purposes of this policy, a “student with a disability” refers either to a student receiving special education services under O.R.C. Chapter 3323 in accordance with an individualized education program (IEP), or to a student who has been identified as having a disability based on an evaluation conducted in accordance with Section 504 of the Rehabilitation Act.

All students, including students with disabilities, must participate in required statewide tests at designated grades or participate in an alternative assessment. For any student who takes a test, the student’s IEP or Section 504 plan shall indicate any reasonable accommodation permitted by this policy.

Procedure

The determination of how an individual student with a disability will participate in state and district testing programs will be made, at least annually, by the student’s IEP or Section 504 team using the following procedures:

- A. The student’s present level of educational performance will be reviewed.
- B. During the meeting, a statement regarding participation will be identified on the IEP or Section 504 plan as part of the statement regarding the extent to which the child will be able to participate in the regular education program.
- C. If a student with a disability does not take the required statewide tests, the student’s need for an alternate assessment(s) will be documented, prior to test administration, on the IEP, and any alternate assessment(s) will be conducted and the results shall be reported to the Ohio Department of Education.
- D. If it is determined that the student will participate in the testing program, any appropriate modifications in the test format and/or test administration procedures shall be made to accommodate the needs of individual students with disabilities and documented on the IEP or Section 504 plan.

Required statewide test pass rates used to determine school district performance will include the results of students who take tests with or without accommodations.

A student with a Section 504 plan shall be permitted reasonable accommodations as specified within his/her individual plan.

Accommodations

Any student with a disability, who is required to take a prescribed statewide test, may be provided any specific accommodation(s), as documented in his/her IEP or Section 504 plan, that meets all of the following criteria:

- A. The accommodation is provided in the student's IEP for classroom and districtwide tests that are similar in format to the statewide test in the same subject area;
- B. The accommodation does not change the content or structure of the test;
- C. The accommodation does not change what the test is intended to measure; and
- D. The accommodation does not change or enhance the student's response.

Alternate Assessment

The opportunity to participate in alternate assessment should be available only to a small percentage of students with disabilities. The determination of whether a student should participate in alternate assessment will be made by the student's IEP team.

Alternate assessment is appropriate only for students who have the most severe disabilities and require the highest level of individualized instruction, such as students with severe limitations to cognitive functioning as documented by the student's evaluation team report. Generally, participation in alternate assessment will not be appropriate for students engaged and making progress in the general curriculum. Participation in alternate assessment should never be based on the student's disability, condition, achievement level, school attendance, or social/cultural factors.

The IEP team should document the student's test taking status in the appropriate sections of the IEP, and pertinent status codes should be recorded through the Education Management Information System.

Limited English Proficient (LEP) Students

For purposes of this policy, a limited English proficient ("LEP") student refers to a student who is between the ages of 3 and 21; is enrolled in an elementary or secondary school; whose native/home language is not English, whether born in the U.S. or another country; and has such difficulty speaking, reading, writing, or understanding English that the student may be unable to perform well enough in class or on state tests to meet expected state standards for achievement.

Students must be classified as LEP for as long as they meet the definition of limited English proficient. The district must annually assess an LEP student's progress in learning English to

determine whether the student meets Ohio's criteria to be reclassified as no longer an LEP student. Ohio's criteria are achievement of the proficient level on the approved English language achievement tests; two years of successful participation in classrooms where the language of instruction is in English (This two-year period which begins after criteria number one has been met, is considered a trial-mainstream period.); and attainment of proficient or above on Ohio's language arts assessment taken during the student's trial-mainstream period.

LEP students must participate in statewide testing. However, LEP students who have been enrolled in U.S. schools less than one full school year, are not required to take the reading or writing assessments on state achievement tests, as long as they participate in the annual spring English language proficiency assessment approved by the State Department of Education.

LEP students, who meet the criterion for exemption from the reading and writing assessments on state achievement tests, are required to participate in all other state assessments and must meet the other performance standards required of all students. All reporting related to statewide testing of LEP students shall be in accordance with state law and State Department of Education rules.

For purposes of statewide testing, LEP students may receive accommodations as approved by the State Department of Education.

ACHIEVEMENT TESTING POLICIES

The district, in its program of Ohio Achievement Testing, adheres to all rules, regulations and guidelines issued by the Ohio Department of Education. Questions or uncertain issues are verified and/or clarified when necessary through communication with the Bureau of Assessment and other appropriate state agencies on an as needed basis. The district, likewise amends and adjusts its testing program as appropriate and directed by the Ohio Department of Education. District coordinators and administrators maintain awareness of changes through attendance at related meetings sponsored by the Ohio Department of Education and other agencies.

Security Provisions

All test questions and test related materials are considered secure for the length of time established by law and are subject to both the Administrative and Revised Code of the State of Ohio.

It is unethical and illegal to use any secure materials to prepare students for the test or to assist students who have failed the test. Test materials may not be reproduced during the period of time established by Ohio law.

No person shall teach students the answers to specific test questions, copy or otherwise reproduce secure test materials for use by students, change student's responses on the answer sheets, or in any other way cheat or assist a student to cheat.

The Superintendent or his/her designee(s) are authorized to have access to the test materials. The Superintendent/designee shall be responsible for ensuring that all test security provisions are met while test materials are in the district and/or in the building. Therefore, the Superintendent or his/her designee(s) shall be responsible for receiving and keeping all test materials in a secure location; disseminating materials to teachers, coordinators, examiners, or proctors; overseeing test procedures; collecting all tests and answer sheets; and overseeing the shipping of test materials to the site(s) at which scoring and reporting services will be provided.

Test monitors are assigned by the Superintendent or designee. Only test monitors are permitted in the testing rooms with students and no one else is to have access to testing materials.

Handling and Tracking of Test Materials

Testing materials sent to the school will be opened only by the building test coordinator.

Test materials will be stored in a secure, locked room until testing begins.

Test materials will be unpacked, counted, and organized for testing by the building test coordinator and designated assistants.

Test materials shall be personally delivered to other buildings by the district coordinator or designated assistants. Materials shall be returned by the building coordinators or designated assistants to the district coordinator at the conclusion of testing.

Test administrators and room monitors will determine that all test materials are returned to them before students are permitted to leave the testing rooms. Any discrepancies shall be reported immediately to the building and district coordinator.

Under no circumstances except building emergencies shall the test administrators leave the testing room unsupervised. In the event of an emergency, students should place the answer sheet inside the test booklet and leave all materials at their desks. The room will be locked by the test administrator.

After testing is completed each day all test materials will be returned to the building coordinator and will be secured while not in use.

After all testing is completed the answer sheets and booklets will be counted and packed by the building test coordinator.

Materials will be stored in a secure location until pick-up by the carrier is completed.

Violations of Test Security

The following prohibited behaviors will be reported immediately to the building and district coordinators:

- removal of any test materials from the testing rooms
- possession of a test booklet other than that given to each student during testing
- possession of written or other material pertaining to the test questions
- use of calculators (except on grades 6, 7, 8 achievement tests and the Ohio Graduation Tests in math and science)
- giving or receiving assistance on the test
- looking at someone else's answer document
- marking items for a test which was administered earlier
- any other behavior which indicates cheating

Test monitors and proctors should attempt to verify each other's observations of violations when possible using reasonable and non-disruptive methods. Additionally, the examiners shall describe in writing as comprehensively as possible the circumstances of the alleged violation.

Once reported to the building coordinator, the alleged incident will be investigated in consultation with the appropriate principal.

Penalties for Confirmed Security Violations

Students confirmed of cheating or assisting another to cheat will have their test(s) invalidated and may be subject to further discipline. Parents will be notified in writing of the incident and the State Department of Education will be notified of the violation within ten (10) days.

Employees failing to follow security provisions may be subject to suspension or termination of employment. The State Board of Education may seek the suspension of a teaching certificate or license and prosecution under the state criminal code may occur. The State Department of Education shall be notified of the security violation within ten (10) days.

Students and employees accused of violations will be provided due process according to established district procedures.

Publication of these security provisions is required by the State of Ohio.

Access to Results

Parents and students will be informed of results in a timely manner following the district's receipt of them. Records will be kept in the student's file. Those persons having legal access to student academic information will also have access to Achievement Test scores.

EDUCATIONAL OPTIONS

Guidelines for Use of Educational Options

Generally, educational options may be used to meet specific needs of individual students requiring remediation or enrichment activities under unusual circumstances and in addition to, or in special cases, in place of the regular school offerings, or to meet unusual educational needs of students identified as gifted. In the area of enrichment and remediation, objectives and activities must be related to adopted courses of study.

All educational options require:

- A. Approval of the Superintendent or designee.
- B. Parent permission for students under eighteen years of age (and unmarried).
- C. Instructional plan that is based on individual student needs, which shall include:
 1. Instructional objectives that align with the district’s curriculum requirements;
 2. An outline that specifies instructional activities, materials, resources and learning environments;
 3. A description of the criteria and methods for assessing student performance.
- D. Involvement of a credentialed teacher in reviewing the instructional plan, providing or supervising instruction, and evaluating pupil performance.
- E. Credit Issuance
 1. Credit may be issued according to Article XI- Credit flexibility within the Master Agreement between the Harrison Hills City School District and The Harrison Hills Teachers’ Association.
 2. Students must have entered high school to receive high school credit toward graduation for participation in approved educational options. Participation in approved educational options prior to high school entrance may be used for promotion purposes if time requirements are met, quality of student performance relative to the objectives of the option is sufficient, and the district has designated the option for use at the K-8 level.
 3. Students and parents have been notified that credit/promotion consideration may be given for those educational options which have been approved by the Board of Education.

CAREER-TECHNICAL EDUCATION PROGRAM

The Board of Education believes that:

- A. Each student who chooses, is to be provided a vocational education which will prepare the student for his/her occupation.
- B. It is vital for every individual to have the opportunity to pursue a career that gives him or her a sense of achievement and pride.
- C. Educational programs should link the world of work to the individual's need to select and be trained for meaningful employment.
- D. The above-cited aspects of the educational process are developmental for all individuals and are a responsibility which must be shared by the schools, the home, and the business and industrial community.

Therefore, the Career Technical Education Program shall be provided by those schools approved by the Superintendent.

HOMEBOUND INSTRUCTION PROGRAM

- A. Children who, because of illness or temporary disability, will be unable to attend school for nineteen (19) consecutive days or less, should notify the building principal, so that provisions for keeping abreast of classroom activities can be made. Assignments and make-up activities shall be provided on a periodic basis so that re-entry will be routine.
1. Parent's Responsibility
 - a. Notify school of reason and probable period of absence.
 - b. Pick up work assignments and return when completed.
 2. School's Responsibility
 - a. Provide assignments necessary to maintain classroom progress.
 - b. Grade, evaluate and advise of progress being made.
- B. Children who, because of an illness or temporary disability, will be unable to attend school or their special education program, even with transportation, are eligible for home instruction.
1. Parent's Responsibility
 - a. Notify school of reason and probable period of absence.
 - b. Provide school with documentation by doctor that probable handicapping period will be in excess of twenty (20) consecutive school days.
 2. School's Responsibility
 - a. Complete documentation including MFE results, if appropriate.
 - b. Develop IEP or Section 504 plan appropriate for meeting child's needs.
 - c. Provide one (1) hour of home instruction for each day child is unable to attend school as a minimum by a teacher holding an Ohio teacher's license.

- C. Other home instruction tutoring shall be in compliance with state standards. In assigning home instruction tutors, first priority will be to select a tutor approved by the Board of Education with subject specific licensure in the areas of student need; at a minimum, if such a tutor is not available, a tutor who has licensure in at least one area of the student's needs may be assigned upon the approval of the Superintendent.
- D. Instruction may be withheld in accordance with law or when the safety of the student or instructor is at issue.

HOME EDUCATION

Ohio's compulsory attendance law is designed to ensure that all children within the state receive an appropriate education. Every child of compulsory school age, who is not employed under an age and schooling certificate, must attend a school or special education program that conforms to the minimum standards prescribed by the State Board of Education, unless the child is excused from attendance by the superintendent of the city school district in which the child resides. The Superintendent of the Harrison Hills City School District may excuse a student from compulsory school attendance for the purpose of home education in accordance with and pursuant to the provisions of O.R.C. §3321.04 and O.A.C. Chapter 3301-34.

In order to obtain an excuse from school attendance for the purpose of home education, the parent must notify the Superintendent of the desire to provide home education. The parent may utilize the Home Education Notification Form and shall provide the information required by O.A.C. 3301-34-03(A). The Superintendent will notify the parent in writing that the child is excused from school attendance for the remainder of the current school year or declare his/her intent to deny the excuse in accordance with and pursuant to the provisions of O.A.C. 3301-34-03(C) and/or (D).

The Superintendent will notify the parent of his/her intent to revoke an excuse from school attendance and of the parent's right to a due process hearing in the event the Superintendent receives substantial evidence of the cessation of home education.

An excuse from school attendance will not be extended for more than the current school year, and notification in compliance with the provisions of O.A.C. 3301-34-03(A) must be provided for each subsequent school year along with an academic assessment report of the child for the previous school year.

A home schooled student may enroll or re-enroll in their school district of residence without discrimination or prejudice. The Superintendent will determine the appropriate placement of the student in accordance with O.R.C. §3319.01 by taking into consideration the child's most recent annual academic assessment report; requiring the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for district students of similar age; and other evaluation information that may include interviews with the student and/or parent.

HARRISON HILLS CITY SCHOOL DISTRICT
HOME EDUCATION NOTIFICATION FORM

O.A.C. 3301-34-02 Statement of Purpose

The purpose of the rules in this chapter is to prescribe conditions governing the issuance of excuses from school attendance under O.R.C. §3321.04, to provide for the consistent application thereof throughout the state by superintendents, and to safeguard the primary right of parents to provide the education for their child(ren). Home education must be in accordance with the law.

O.A.C. 3301-34-03 Notification

A. A parent who elects to provide home education shall supply the following information to the Superintendent:

1. School year for which notification is made: _____

2. Name of parent, address, and telephone number (telephone number is optional):

PARENT NAME(S): _____

ADDRESS: _____

CITY, ZIP: _____ STATE: _____ OHIO _____

TELEPHONE NUMBER: () _____ - _____

3. Name, address and telephone number (telephone number is optional) of person(s) who will be teaching the child subjects set forth in paragraphs (A) (5) of this rule, if other than the parent:

NAME: _____

ADDRESS, CITY, ZIP: _____ STATE: _____ OHIO _____

TELEPHONE NUMBER: _____

4. Full name and birthdate of child(ren) to be educated at home:

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Date of Birth (Month, Day & Year)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Assurances:

- Assurance that home education will include the following**, except that home education shall not be required to include any concept, topic, or practice that is in conflict with sincerely held religious beliefs of the parent: **(a)** Language, reading, spelling, and writing; **(b)** Geography, history of the United States, and Ohio, and national, state, and local government; **(c)** Mathematics; **(d)** Science; **(e)** Health; **(f)** Physical education; **(g)** Fine arts, including music; and **(h)** First aid, safety, and fire prevention.
- Brief outline of the intended curriculum for the current year.** Such outline is for informational purposes only.
- List of (a) textbooks; (b) correspondence courses; (c) commercial curricula; or (d) other basic teaching materials** that the parent intends to use for home education. Such list is for informational purposes only.
- Assurance that the child will be provided** a minimum of nine hundred (900) hours of home education each school year.
- Assurance that the home education teacher has one of the following qualifications:** **(a)** a high school diploma; or **(b)** the certificate of high school equivalence; or **(c)** standardized test scores that demonstrate high school equivalence; or **(d)** other equivalent credential found appropriate by the Superintendent; or **(e)** lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child's or children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or the certificate of high school equivalence.

- The parent(s) shall affirm** the above information supplied with his or her signature prior to providing it to the Superintendent.

Signature of Affirmation by the Parent

Date

O.A.C. 3301-34-04 Academic Assessment

- A. The parent(s) shall send to the Superintendent an academic assessment report of the child for the **previous school year at the time of supplying subsequent notification.**
- B. The academic assessment report shall include one of the following:
1. **Results** of a nationally normed, standardized achievement test; or
 2. A written narrative **prepared by a certified teacher or a person mutually agreed upon by the parent(s) and the Superintendent, indicating that a portfolio of the child’s work has been reviewed by that person and that the progress demonstrated for the year is in accordance with the child’s abilities;** or
 3. An alternative academic assessment **mutually agreed upon by the parent and the Superintendent.**

SPECIAL EDUCATION PROGRAM

By adopting these Model Policies and Procedures, the Harrison Hills City School District (the “District”) is adopting written policies and procedures regarding the manner in which the District fulfills its obligations under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the *Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* (hereafter referred to as the “Operating Standards”). The Operating Standards require that the District adopt written policies and procedures in a number of different areas, and the District has chosen to adopt the model policies and procedures promulgated by the Ohio Department of Education’s Office for Exceptional Children (ODE-OEC) in order to satisfy these requirements of the Operating Standards.

This document, while comprehensive, does not include every requirement set forth in the IDEA, the regulations implementing IDEA, the Operating Standards, the Ohio Revised Code (ORC) and/or the Ohio Administrative Code (OAC). The District recognizes its obligation to follow these laws, regardless of whether their provisions are restated in the Model Policies and Procedures.

Special Education Program

Administrative Guideline

SPECIAL EDUCATION PROGRAM

I. FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

The District ensures that a free appropriate public education (F APE) is made available to all children with disabilities between the ages of 3 and 21, inclusive, in accordance with IDEA and the Operating Standards.

A. RESIDENTIAL PLACEMENT

If the District places a child with a disability in a public or private residential program deemed necessary to provide special education and related services to a child with a disability, the program, including nonmedical care and room and board, is at no cost to the parents of the child.

B. ASSISTIVE TECHNOLOGY

The District makes assistive technology available if required as part of the child's special education, related services or supplementary aids and services.

C. EXTENDED SCHOOL YEAR (ESY) SERVICES

The District ensures that extended school year services are provided if a child's individualized education program (IEP) team determines that the services are necessary for the provision of F APE to the child. If a child is transitioning from Part C services, the District considers extended school year (ESY) services as part of the IEP process.

D. NONACADEMIC SERVICES

The District takes steps, including the provision of supplementary aids and services determined appropriate and necessary by the child's IEP team, to provide nonacademic and extracurricular services and activities in the manner necessary to afford children with disabilities an equal opportunity for participation in those services and activities as provided to students without disabilities. Nonacademic and extracurricular services and activities include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the school district, referrals to agencies that provide assistance to individuals with disabilities and employment of students, including both employment by the school district and assistance in making outside employment available.

E. PROGRAM OPTIONS AND PHYSICAL EDUCATION

The District takes steps to ensure that children with disabilities served by the District have available to them the variety of educational programs and services available to

nondisabled children served by the school district, including art, music, industrial arts, consumer and homemaking education and vocational education. The District ensures that a child with a disability receives appropriate physical education services. The District affords each child with a disability the opportunity to participate in a regular physical education program available to non-disabled children, unless the child is enrolled full time in a separate facility or needs specially designed physical education, as prescribed in the child's IEP. The District provides a specially designed physical education program if prescribed by the IEP. For preschool children, the District considers adapted physical education or related services, as appropriate, in conjunction with center-based or itinerant teacher services, and considers the factors set forth in 3301-51-11(F) of the Operating Standards.

F. TRANSPORTATION

The District provides, as a related service, transportation service in accordance with IDEA and the Operating Standards.

II. CONFIDENTIALITY

The District safeguards the confidentiality of personally identifiable information at use, collection, storage, retention, disclosure and destruction stages. In the District, the Superintendent or designee is responsible for maintaining the confidentiality of personally identifiable information. The District ensures that all persons collecting or using personally identifiable information receive training and instruction regarding the District's policies regarding that information. The District maintains for public inspection a current listing of the names and positions of those employees within the agency who may have access to personally identifiable information. The District gives notice to all parents of students receiving special education and related services that is adequate to fully inform parents about confidentiality requirements, in accordance with 3301-5104(C) of the Operating Standards. The District also ensures that its contractors adhere to applicable confidentiality requirements.

A. ACCESS RIGHTS

The District permits parents (or a representative of a parent) to inspect and review any education records relating to their children that are collected, maintained, or used by the District. If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information. The District does not charge a fee to search for or retrieve information. The District may charge a fee for copies of records, but does not charge a fee for copies of records that will effectively prevent the parents from exercising their right to inspect and review records.

The District complies with a request to access records without unnecessary delay and

before any meeting regarding an IEP, or any hearing pursuant to 3301-51-05 of the Operating Standards, and any resolution session pursuant to 3301-51-05 of the Operating Standards, and in no case more than 45 days after the request has been made.

The District responds to reasonable requests for explanations and interpretations of the records, provides copies if failure to provide copies would effectively prevent the parent from exercising the right to inspect and review the records and permits a representative of a parent to inspect and review records. The District presumes that a parent has the authority to inspect and review records relative to that parent's child unless the District has been advised that the parent does not have the authority under applicable state law governing such matters as guardianship, separation and divorce.

Upon request, the District provides parents a list of the types and locations of education records collected, maintained or used by the District. The District keeps a record of parties obtaining access to education records collected, maintained or used under Part B of the IDEA (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given and the purpose for which the party is authorized to use the records.

B. AMENDMENT OF RECORDS/HEARING PROCESS

If a parent requests the District to amend the information in the education records collected, maintained or used in the provision of special education or related services, the District decides whether to amend the information in accordance with the request within a reasonable period of time. If the District decides to refuse to amend the information in accordance with the request, it informs the parent of the refusal and advises the parent of the right to a hearing as set forth below and in 3301-51-04 of the Operating Standards.

(1) HEARING PROCEDURE

If the parent requests a hearing to challenge information in education records, the hearing is conducted in accordance with the procedures in 34 Code of Federal Regulations (C.F.R.) 99.22 (July I, 2005) and within a reasonable period of time after the District receives the request. The hearing is conducted in accordance with the following procedures:

(a) The parents shall be given notice of the date, time and place reasonably in advance of the hearing;

(b) The records hearing shall be conducted by any individual, including an official of the District, who does not have a direct interest in the outcome of the hearing;

- (c) The parents shall be afforded a full and fair opportunity to present evidence relevant to the child's education records and the information the parent believes is inaccurate or misleading or violates the privacy or other rights of the child;
- (d) The parents may, at their own expense, be assisted or represented by one or more individuals of their choice, including an attorney;
- (e) The District makes its decision in writing within a reasonable period of time after the hearing; and
- (f) The decision is based solely upon the evidence presented at the hearing and includes a summary of the evidence and the reasons for the decision.

(2) RESULTS OF HEARING

If the District, as a result of the hearing, decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it amends the information accordingly and informs the parent in writing.

If the District, as a result of the hearing, decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it must inform the parent of the parent's right to place in the child's records a statement commenting on the information or setting forth any reasons the parents disagree with the decision of the District.

Any explanation placed in the records of a child are:

- (a) Maintained by the District as part of the records of the child as long as the record or contested portion is maintained by the District; and
- (b) Disclosed any time the records of the child or the contested portion is disclosed by the District to any party.

C. PARENTAL CONSENT PRIOR TO DISCLOSURE OF RECORDS

The District obtains parental consent before personally identifiable information is disclosed to parties, other than officials of participating agencies as defined by 3301-51-04(B)(3) of the Operating Standards, unless the information is contained in education records and the disclosure is authorized without parental consent under the Family Educational Rights and Privacy Act of 1974, August 1974, 20 U.S.C. 1232g (FERPA).

The parent's consent must be in writing, signed and dated and must:

- (I) Specify the records to be disclosed;

(2) State the purpose of the disclosure; and

(3) Identify the party or class of parties to whom the disclosure may be made.

The District obtains parental consent, or the consent of an eligible child who has reached the age of majority under Ohio law, before personally identifiable information is released:

(1) To officials of participating agencies providing or paying for transition services in accordance with 3301-51-07 of the Operating Standards;

(2) To officials in another district or school in connection with the child's enrollment in a nonpublic school; and/or

(3) For purposes of billing insurance and/or Medicaid.

D. TRANSFER OF RIGHTS AT AGE OF MAJORITY

District affords rights of privacy to children similar to those afforded to parents, taking into consideration the age of the child and type or severity of disability.

The rights of parents regarding education records under FERPA transfer to the child at age 18.

If the rights accorded to parents under Part B of the IDEA are transferred to a child who reaches the age of majority (which is 18 in Ohio), the rights regarding education records also transfer to the child. See Chapter IV, Procedural Safeguards, Section G, regarding the transfer of rights under IDEA at the age of majority.

Once a child reaches the age of 17, the IEP must include a statement that the child has been informed regarding this transfer of rights.

E. DISCIPLINARY INFORMATION AND REPORTS TO LAW ENFORCEMENT

The District includes in the records of a child with a disability a statement of any current or previous disciplinary action that has been taken against the child and transmits the statement to the same extent that disciplinary information is included in, and transmitted with, the records of nondisabled children.

When a child transfers from the District, the transmission of any of the child's records includes both the child's current IEP and any statement of current or previous disciplinary action that has been taken against the child.

A statement of disciplinary action shall:

(1) Specify the circumstances that resulted in the disciplinary action and provide a description of the disciplinary action taken if the disciplinary action was taken because the child:

(a) Carried a weapon to or possessed a weapon at school, on school premises or to or at a school function;

(b) Knowingly possessed or used illegal drugs, or sold or solicited the sale of a controlled substance, while at school, on school premises or at a school function; or

(c) Inflicted serious bodily injury upon another person while at school, on school premises or at a school function; and

(2) Include any information that is relevant to the safety of the child and other individuals involved with the child.

A statement of disciplinary action may include a description of any other behavior engaged in by the child that required disciplinary action, and a description of the disciplinary action taken.

If the District reports a crime to the appropriate law enforcement officials, the District transmits copies of the special education and disciplinary records of the child to those officials only to the extent that the transmission is permitted by FERP A and any other applicable laws.

F. DESTRUCTION OF RECORDS

The District informs parents when personally identifiable information is no longer needed to provide educational services to the child. If the parents request, the information is then destroyed. However, a permanent record of a student's name, address, telephone number, grades, attendance record, classes attended, grade level completed and year completed is maintained without time limitation.

III. CHILD FIND

In accordance with federal law, the District assumes responsibility for the location, identification and evaluation of all children birth through age 21 who reside within the district and who require special education and related services.

This includes students who are:

(1) Advancing from grade to grade;

(2) Enrolled by their parents in private elementary or private secondary schools, including religious schools, located in our District (regardless of the severity of their disability);

(3) Wards of the state and children who are highly mobile, such as migrant and homeless children; and

(4) Homeschooled.

A. RESPONSIBILITY FOR DETERMINING ELIGIBILITY

In the District, the Evaluation Team ensures that the student meets the eligibility requirements of IDEA and state regulations.

In all cases, the Evaluation Team will not determine that a student has a disability if the suspected disability is because of a lack of instruction in reading or math. If the student is not proficient in English, the District will not identify the student as disabled if the limited English proficiency (LEP) is the cause of the suspected disability.

B. CHILD IDENTIFICATION PROCESS

(1) GENERAL

The District has a child identification process that includes the location, identification and evaluation of a child suspected of having a disability. The Director of Special Education coordinates the child identification process. The department and its staff use a variety of community resources and systematic activities in order to identify children requiring special services. District staff members consult with appropriate representatives of private school students attending private schools located in the District in carrying out this process. The District ensures that this process for students attending private or religious schools located in the District is comparable to activities undertaken for students with disabilities in the public schools.

(2) IDENTIFICATION OF CHILDREN BETWEEN THE AGES OF BIRTH TO AGE 3.

When the District becomes aware of a child between the ages of birth to 3 who has or may have a disability, it either:

(a) Makes a child referral directly to the county Family and Children First Council responsible for implementing the "Help Me Grow" (HMG) early intervention services under Part C of the IDEA; and/or

(b) Provides the parents with the information so that they can make the referral themselves.

Parents may opt out of and/or opt not to be referred for Part C services. They may request an evaluation from the District to determine if their child has a disability that may require special education. These parents are entitled to an evaluation from the District, even if the child is between the ages of birth to 3. The District is responsible for providing an evaluation but is not responsible for the provision of F APE for an eligible child until the child is age 3.

(3) TRANSITION TO SPECIAL EDUCATION FROM HELP ME GROW (HMG).

The District and the county Family and Children First Council responsible for HMG have a current interagency agreement that includes processes for the referral of children from HMG to the District. The District has an assigned transition contact, the Director of Special Education, who is the primary person responsible for contact with HMG regarding children transitioning from that program.

(a) If invited by a representative of HMG (and with parent permission), a District representative attends a transition conference to discuss transition from early intervention services to preschool for a child suspected of having a disability.

(b) If the parents request, the District invites the Part C service coordinator to the initial IEP meeting.

If there is a suspected disability and the child is eligible for special education and related services as a preschool child, the District works to ensure that an IEP is in place and implemented by the child's third birthday. In the case of children who are 45 days or less from their 3rd birthdays and who are suspected of having disabilities, an evaluation is completed within 60 days of parental consent, but an IEP is not required by their third birthdays.

As part of the IEP process, the IEP team determines if extended school year services are required for the preschool child.

(4) COORDINATION WITH OTHER AGENCIES.

The District has interagency agreements with Head Start programs within the school district's service delivery that provide for:

(a) Service coordination for preschool children with disabilities, 3 through 5 years of age, in a manner consistent with the state interagency agreement for service coordination with Head Start; and

(b) Transition of children eligible for special education and related services as a preschool child at age 3.

The District also has interagency agreements with the relevant county board(s) of MRIDD for identification, service delivery and financial responsibilities to adequately serve preschool children with disabilities 3 through 5 years of age.

C. DATA COLLECTION

The District maintains an education management information system and submits data to ODE pursuant to rule 3301-14-01 of the Administrative Code. The District's collection of data includes information needed to determine if significant disproportionality based on race and ethnicity is occurring in the District with respect to the identification of children as children with disabilities, the placement of children in educational settings and the incidence, duration and type of disciplinary actions.

IV. PROCEDURAL SAFEGUARDS

A. PRIOR WRITTEN NOTICE

The District provides prior written notice as required by IDEA and Operating Standards. See Appendix A which summarizes the situations in which prior written notice is required. The District uses the form required by ODE-OEC Prior Written Notice PR-01.

(1) CONTENT OF PRIOR WRITTEN NOTICE

The prior written notice, in accordance with the IDEA regulations and the Operating Standards, includes the following information to ensure that parents are fully informed of the action being proposed or refused:

- (a) A description of the action proposed or refused by the District;
- (b) An explanation of why the District proposes or refuses to take this action;
- (c) A description of other options that the IEP team considered and the reasons why those options were rejected;
- (d) A description of each evaluation procedure, assessment, record or report that the District used as a basis for the proposed or refused action;
- (e) A description of other factors that are relevant to the District's proposal or refusal;
- (f) A statement that the parents of a child with a disability have

procedural safeguards and, if the notice is not an initial referral for evaluation, the means by which a copy of the description of procedural safeguards can be obtained; and

(g) Sources for parents to contact to obtain assistance in understanding the provisions of Ohio's rule regarding procedural safeguards.

(2) COMMUNICATION OF THE PRIOR WRITTEN NOTICE

The District provides the notice in the native language of the parents or other mode of communication used by the parents unless it is clearly not feasible to do so.

If the native language or other mode of communication is not a written language, the District takes steps to have the notice translated orally or by other means to the parent in the parent's native language or other mode of communication. The District takes steps to ensure that such parents understand the content of the notice and maintains written evidence that both requirements set forth in this paragraph, if applicable, have been met.

The District may provide the prior written notice, procedural safeguards notice and the notification of a due process complaint by e-mail if the parents choose to receive the notices electronically.

B. PROCEDURAL SAFEGUARDS NOTICE

Parents of a child with a disability are entitled to specific procedural safeguards under IDEA and the Operating Standards.

Whose IDEA Is This? A Parent's Guide to the Individuals with Disabilities Education Improvement Act of 2004, developed by ODE-OEC, includes a full explanation of these procedural safeguards as required by IDEA and 3301-51-02, 3301-51-04 and 3301-51-05 of the Operating Standards.

The District provides parents with a copy of *Whose IDEA Is This?* at least once a year. This includes:

- (1) Providing a copy to the parents of a child who transfers into the District from out-of-state; and
- (2) Providing a copy to the parents of a child who transfers into the District from an in-state school if the sending District has not provided a copy to the parents during the current school year.

In addition, the District provides parents with a printed copy of this procedural

safeguards notice in each of the following circumstances:

- (1) The initial referral or parental request for evaluation;
- (2) The receipt of the first due process complaint in a school year;
- (3) A change in placement for disciplinary action; and
- (4) When requested by the parents or the child who has reached the age of majority.

In providing *Whose IDEA is This?*, the District follows the procedures for communication that are described above under Prior Written Notice.

C. PARENTAL CONSENT

Consent means that the parents:

- (a) Have been fully informed, in the parents' native language or other mode of communication, of all information relevant to the activity for which consent is sought;
- (b) Understand and agree in writing to the carrying out of the activity for which the consent was asked. The consent describes that activity and lists the records (if any) that will be released and to whom they will be released; and
- (c) Understand that the granting of consent is voluntary and may be revoked at any time.

(1) ACTIONS REQUIRING INFORMED WRITTEN PARENTAL CONSENT

The District obtains written consent from the parents before:

- (a) Conducting an initial evaluation to determine if a child is eligible for special education;
- (b) Initially providing special education and related services;
- (c) Conducting a reevaluation when assessments are needed;
- (d) Making a change in placement on the continuum of alternative placement options (i.e., regular classes, special classes, special schools, home instruction and instruction in hospitals and institutions); and
- (e) Releasing personally identifiable information about the child to any person other than a person authorized to obtain those records without parental

consent pursuant to FERP A. For example, parental consent is obtained prior to releasing records to a representative of an agency that is likely to be responsible for providing or paying for transition services or for the purposes of billing Medicaid.

The District uses the ODE-OEC required Consent for Evaluation PR-05 form to obtain written parental consent for evaluation and reevaluation and the required IEP PR-07 form to obtain written parental consent for the initial provision of special education and related services and for making a change in placement.

The District does not obtain written parental consent when reviewing existing data as part of an evaluation or reevaluation or when administering a test or evaluation that is given to all children, unless consent is required of all parents.

(2) CHANGE IN PLACEMENT

Once the District receives the initial parental consent for special education and related services, the District must obtain consent only for a change in placement. A "change of placement" means a change from one option on the continuum of alternative placements to another (instruction in regular classes, special schools, home instruction and instruction in hospitals and institutions).

If the District cannot obtain parental consent, it may file a due process complaint requesting a due process hearing or engage in conflict resolution to obtain agreement or a ruling that the placement may be changed.

(3) PARENTS' FAILURE TO RESPOND OR REFUSAL TO PROVIDE CONSENT

The District makes "reasonable efforts" to contact parents and obtain written parental consent that may include:

- (a) Written correspondence;
- (b) Phone calls;
- (c) Electronic mail communications, to include but not limited to e-mail and password protected parent pages; and/or
- (d) Visits to the home or parents' places of employment.

The District documents its attempts. If the parents fail to respond or refuse to provide consent, the District proceeds as follows:

(4) INITIAL EVALUATION

If the parents fail to respond to the District's efforts to obtain consent or refuse consent for the initial evaluation, the District may:

- (a) Request a due process hearing and engage in conflict resolution (e.g., resolution meeting and/or mediation) to convince the parents to provide their consent; or
- (b) Decide not to pursue the initial evaluation and provide the parents with prior written notice.

If the child is being home schooled or has been placed in a private school at the parents' expense, the District cannot file a due process complaint or request the parents to participate in a resolution meeting and/or mediation.

(5) REEVALUATION

If the parents fail to respond to the District's efforts to obtain consent for a reevaluation when assessments are needed, the District proceeds with the reevaluation.

If the parents expressly refuse consent for a reevaluation when assessments are needed, the District may:

- (a) Agree with the parents that a reevaluation is unnecessary;
- (b) Conduct a reevaluation by utilizing data and/or documentation that the District already possesses;
- (c) Request a due process hearing and engage in conflict resolution (e.g., resolution meeting and/or mediation) to convince the parents to provide their consent; or
- (d) Decide not to pursue having the child reevaluated.

The District continues to provide F APE to the child if the District agrees with the parents that a reevaluation is unnecessary.

(6) INITIAL PROVISION OF SPECIAL EDUCATION AND RELATED SERVICES

If the parents do not attend the IEP meeting to develop the IEP for the initial provision of services, the District attempts to obtain written parental consent through other methods such as calling the parents, corresponding with the parents and or visiting the parents.

If the parents expressly refuse consent, as evidenced by their signatures on the IEP indicating that consent is not given, the District maintains a copy of the signed IEP showing that the District offered F APE.

If the parents fail to respond or refuse consent, the District provides the parents with prior written notice and continues to provide the child with appropriate interventions in the regular education classroom. The District may not request a due process hearing or engage in conflict resolution to obtain agreement or a ruling that services may be provided to the child.

The District does not use the parents' refusal to consent to one service or activity to deny the parents or the child any other service, benefit or activity in the District, except in those instances in which IDEA authorizes that denial.

(7) REVOCATION OF CONSENT

The parents may revoke consent for and remove the child from special education and related services. Once the District receives written revocation of consent, it provides the parents with prior written notice and continues to provide the child with appropriate interventions through the regular education environment.

The District is not required to amend the child's education records to remove any references to the child's receipt of special education and related services because of the revocation of consent.

If a parent has provided written revocation of consent, the District does not file a due process complaint or engage in conflict resolution to attempt to obtain agreement or a ruling that special education and related services may be provided to the child.

D. INDEPENDENT EDUCATIONAL EVALUATION

Parents who disagree with an evaluation that was completed or obtained by the District may request an independent educational evaluation at public expense. Parents are entitled to request only one independent educational evaluation at public expense each time the District conducts an evaluation with which the parents disagree.

(1) INDEPENDENT EDUCATIONAL EVALUATION AT PUBLIC EXPENSE

If the parents request an independent educational evaluation at public expense, the District either:

- (a) Ensures that an independent evaluation is provided at public expense; or
- (b) Files a due process complaint requesting a hearing to show that the District's evaluation is appropriate.

If the District files a due process complaint and the final decision is that the District's evaluation is appropriate, the parent still has the right for an independent educational evaluation, but not at the public expense.

(2) PARENT INITIATED EVALUATIONS

If a parent obtains an independent educational evaluation at public expense or shares with the District an evaluation obtained at private expense, the District considers that evaluation, if it meets District criteria, in any decision made with respect to the provision of F APE to the child.

(3) DISTRICT CRITERIA

If an independent educational evaluation is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria which the District uses when it initiates an evaluation, to the extent those criteria are consistent with the parent's right to an independent educational evaluation. Except for the above-mentioned criteria, the District does not impose conditions or timelines related to obtaining an independent educational evaluation at public expense.

E. CONFLICT RESOLUTION

(1) ADMINISTRATIVE REVIEWS

Within 20 days of receipt of a complaint from a child's parents or another educational agency, the District's Superintendent, or the Superintendent's designee, conducts a review, may hold an administrative hearing and notifies all parties of the decision in writing.

- (a) All parties have the right to invite others, including legal counsel, to participate in the review.
- (b) The review is conducted at a time and place convenient to all parties.
- (c) Every effort is made to resolve any disagreements at the administrative review.

(2) MEDIATION

At its discretion, the District participates in the resolution of disputes with other parties through the voluntary mediation processes available through ODE-OEC.

(3) IMPARTIAL DUE PROCESS HEARING/RESOLUTION MEETINGS

Due process complaints filed against the District proceed in the manner set forth in 3301-51-05(K) of the Operating Standards.

The District convenes a resolution meeting before the initiation of a due process hearing. The resolution meeting:

- (a) Occurs within 15 days of the receipt of notice of the parents' due process complaint;
- (b) Includes a representative of the District who has decision making authority on behalf of the District;
- (c) Does not include the District's attorney unless the parents are accompanied by an attorney;
- (d) Provides an opportunity for the parents to discuss their due process complaint and the facts the complaint is based on; and
- (e) Provides the District an opportunity to resolve the dispute.

The District does not hold a resolution meeting if the parents and the District agree in writing to waive the meeting or agree to use the mediation process. Also, if the District files the due process complaint, it is not required to hold a resolution meeting.

The District, if it is the child's school district of residence, is responsible for conducting the impartial due process hearing utilizing the hearing officer appointed by ODE-OEC. The District follows the procedures required by 3301-S1-05(K) of the Operating Standards when conducting a hearing at a time and place that is reasonably convenient to the parents and the child involved.

If the parents request to inspect and review any education records relating to their child, the District replies without unnecessary delay and makes the records available before the hearing.

The District provides the parents with one copy of the written, or at the option of the parents, an electronic verbatim record of the hearing and findings of fact and decision at no cost. The decision is final except that any party to the hearing may appeal the decision to ODE-OEC.

The District pays for the costs incurred for the hearing except for expert testimony, outside medical evaluations, witness fees, subpoena fees and cost of counsel requested by the other party to the hearing and compensates the

hearing officer as provided in 3301-51-05(K)(16)(d) of the Operating Standards. If the hearing was requested by another agency, the District shares the costs of the hearing except for the costs identified in the preceding sentence.

Any further appeals or actions proceed in accordance with 330151-05 of the Operating Standards.

F. CHILD'S STATUS DURING DUE PROCESS PROCEEDINGS! CODE OF CONDUCT VIOLATIONS

(1) CHILD'S STATUS DURING DUE PROCESS PROCEEDINGS

The District ensures that a child remains in the current educational placement during the pendency of any administrative or judicial proceeding regarding a due process complaint, unless the state or the District and the parents of the child agree otherwise. If the state level review officer agrees with the child's parents that a change in placement is appropriate, that placement is treated as an agreement between the state and the parents.

If the complaint involves an application for initial admission to the District, the child, with the consent of the parents, is placed in the District until the completion of all proceedings.

If the complaint involves an application for services from a child who is transitioning from Part C to Part B, the District provides those special education and related services that are not in dispute, if the child is found eligible for special education and related services under Part B and the parent consents to the initial provision of special education and related services.

(2) DISCIPLINARY PROCEEDINGS

The District may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of 3301-51-05 of the Operating Standards, is appropriate for a child with a disability who violates a code of student conduct.

(a) Changes in placement less than 10 consecutive school days

The District may remove a child with a disability who violates a code of student conduct from the child's current placement to an appropriate interim alternative educational setting,

another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement).

The District considers on a case-by-case basis whether a pattern of removals constitutes a change of placement. A change in placement occurs if:

- (1) The removal is for more than 10 consecutive school days **or**
- (2) The child has been subjected to a series of removals that constitute a pattern:
 - (a) Because the series of removals totals more than 10 school days in a school year;
 - (b) Because the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
 - (c) Because of such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

(b) Services during removal from current placement

The District provides services to a child removed from the child's current placement as follows:

- (1) If the child has been removed from the child's current placement for 10 school days or less in the school year, services are provided only to the extent that services are provided to a child without disabilities who is similarly removed;
- (2) After a child with a disability has been removed from the child's current placement for 10 school days in the same year (under circumstances in which the current removal is for not more than 10 consecutive days and is **not** a change in placement), the District provides services, as determined by school personnel in consultation with at least one of the child's teachers, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in

the child's IEP;

(3) If the removal is a change in placement, the child's IEP team determines appropriate services; and

(4) If a child with a disability is removed from the child's current placement for either more than 10 consecutive days for behavior that is determined **not** to be a manifestation of the child's disability or under circumstances that constitute special circumstances, as defined below, the District ensures that the child:

(a) Continues to receive educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and

(b) Receives, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

(c) Manifestation determination

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent and relevant members of the child's IEP team (as determined by the parent and the school district) must review all relevant information in the child's file, including the child's IEP, any teacher observations and any relevant information provided by the parents to determine if the conduct was a manifestation of the child's disability. The District determines that the conduct is a manifestation of the child's disability:

(1) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

(2) If the conduct in question was the direct result of the school district's failure to implement the IEP.

If the District, parents and relevant members of the IEP team determine that the conduct in question was the direct result of the school district's failure to implement the IEP, the District takes immediate steps to remedy those deficiencies.

(1) If the conduct was a manifestation of the child's disability, the IEP team either:

(a) Starts to conduct a functional behavioral assessment within 10 days of the manifestation determination and complete the assessment as soon as practicable, unless the school district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implemented a behavioral intervention plan for the child; **or**

(b) If a behavioral intervention plan already has been developed, within 10 days of the manifestation determination, reviews the behavioral intervention plan and the implementation of the plan, and modifies it, as necessary, to address the behavior subject to disciplinary action; **and**

(2) Returns the child to the placement from which the child was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

(d) Special circumstances.

The District may remove a child to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

(1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of ODE or a school district;

(2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of ODE or a school district; or

(3) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of ODE or a school district.

The District defines the terms controlled substance, weapon, illegal drug and serious bodily injury in accord with 3301-51-05(K)(20)(h)(i) of the Operating Standards.

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the school district must notify the parents of that decision and provide the parents with the procedural safeguards notice described in Section B above.

(e) Expedited Due Process Hearing

The District or the parents may submit a due process complaint requesting an expedited due process hearing to appeal a decision made during disciplinary procedures.

(1) The District may request an expedited due process hearing if it believes that maintaining the current placement of a child is substantially likely to result in injury to the child or to others.

(2) The parents may request an expedited due process hearing to appeal decisions regarding placement for disciplinary removals or the manifestation determination.

The District is responsible for conducting the expedited due process hearing utilizing the hearing officer appointed by ODE-OEC. The District follows the procedures that apply for other due process hearings except that the expedited due process hearing must occur within 20 school days after the date the due process complaint is filed and no extensions of time shall be granted. The hearing officer then must make a determination within 10 school days after the hearing. The District follows the expedited timelines and the procedures set forth in 3301-SI-0S(K)(22)(c)-(d) of the Operating Standards.

G. TRANSFER OF PARENTAL RIGHTS AT AGE OF MAJORITY/STUDENT NOTIFICATION

Once a child reaches the age of majority, the District sends all required notices to both the student and parent, unless the student has been determined incompetent under state law. If a child with a disability is incarcerated in an adult or juvenile correctional institution, prior written notices are provided to both the parents and the student.

One year before the child's 18th birthday, the District notifies both the parents and the child of the parental rights that will transfer to the child upon reaching the age of majority (age IS) and provides the child with a copy of *Whose IDEA Is This?* The District documents this notice on the child's IEP PR-07 form.

Once the child turns 18, the District obtains informed written consent, as required by the Operating Standards, from the student, unless the student has been determined incompetent under state law.

H. SURROGATE PARENTS

The District ensures that the rights of a child are protected when:

- (1) No parent, as defined in 3301-51-01 of the Operating Standards, can be identified;
- (2) The District, after making reasonable efforts, cannot locate a parent;
- (3) The child is a ward of the state; or
- (4) The child is an unaccompanied homeless youth as defined by 3301-51-05(E)(1)(d) of the Operating Standards.

One way in which the District protects the rights of such children is through the assignment of surrogate parents where appropriate. The District has a method for determining when a child needs a surrogate parent and for assigning a surrogate parent to the child, and complies with the requirements of 3301-51-05(E) of the Operating Standards regarding surrogate parents.

V. EVALUATION

The District ensures that initial evaluations are conducted and that reevaluations are completed for children residing within the District. The District uses a referral process to determine whether or not a child is a child with a disability. The District also provides interventions to assist a child who is performing below grade-level standards. The provision of intervention services is not used to unnecessarily delay a child's evaluation for purposes of determining eligibility for special education services.

A. INITIAL EVALUATION

1. TIMING AND INITIATION

The District conducts an evaluation before the initial provision of special education and related services. Either a parent of a child or a public agency may initiate a request for an initial evaluation to determine if the child is a child with a disability.

Within 30 days of receipt of a request for an evaluation, the District either obtains parental consent for an initial evaluation or provides to the parents prior written notice stating that the school district does not suspect a disability and will not be conducting an evaluation.

The initial evaluation:

- (a) Is conducted within 60 days of receiving parental consent for the evaluation unless the exception set forth in 3301-5106(B)(5) of the Operating Standards applies; and
- (b) Consists of procedures:
 - (i) To determine if the child is a child with a disability as defined in 3301-51-01(B)(10) of the Operating Standards; and
 - (ii) To determine the educational needs of the child.

The District obtains parental consent before conducting an evaluation. See Chapter IV, Section C, regarding parental consent requirements.

The evaluation team consists of the IEP team and other qualified professionals.

2. THE EVALUATION PLAN AND EVALUATION TEAM REPORT

As part of the initial evaluation, if appropriate, and as part of any reevaluation, the evaluation team shall develop an evaluation plan that will provide for the following and be summarized in an evaluation team report:

(a) Review of existing evaluation data on the child, including:

(i) Evaluations and information provided by the parents of the child;

- (ii) Current classroom-based, local or state assessments and classroom-based observations;
 - (iii) Observations by teachers and related services providers;
 - (iv) Data about the child's progress in the general curriculum, or, for the preschool-age child, data pertaining to the child's growth and development;
 - (v) Data from previous interventions, including:
 - (a) Interventions required by rule 3301-51-06 of the Operating Standards and
 - (b) For the preschool child, data from early intervention, community, or preschool program providers; and
 - (vi) Any relevant trend data beyond the past twelve months, including the review of current and previous IEPs; and
- (b) On the basis of that review and input from the child's parents, identify what additional data, if any, are needed to determine:
- (i) Whether the child is a child with a disability, as defined in 3301-51-01 of the Operating Standards, and the educational needs of the child;
 - (ii) In the case of a reevaluation of a child, whether the child continues to have such a disability and the educational needs of the child;
 - (iii) The present levels of academic achievement and related developmental needs of the child;
 - (iv) Whether the child needs special education and related services; or
 - (v) In the case of a reevaluation of a child, whether the child continues to need special education and related services; and
 - (vi) Whether any additions or modifications to the special education and related services are needed to enable the child to meet the measurable annual goals set out in the IEP of the child and to participate, as appropriate, in the general education curriculum.

The District administers such assessments and other evaluation measures as may be

needed to produce the data identified above. The district provides prior written notice to the parents of a child with a disability that describes any evaluation procedures the school district proposes to conduct.

3. CONDUCT OF EVALUATION

In conducting the evaluation, the District:

(a) Uses a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about the child, including information provided by the parent, that may assist in determining:

(i) Whether the child is a child with a disability as defined in 3301-51-01(B)(IO) of the Operating Standards; and

(ii) The content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child to participate in appropriate activities);

(b) Does not use any single measure or assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child; and

(c) Uses technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.

The District ensures that:

(a) Assessments and other evaluation materials used to assess a child:

(i) Are selected and administered so as not to be discriminatory on a racial or cultural basis;

(ii) Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information about what the child knows and can do academically, developmentally and functionally, unless it is clearly not feasible to so provide or administer;

(iii) Are used for the purposes for which the assessments or measures are valid and reliable;

(iv) Are administered by trained and knowledgeable personnel; and

(v) Are administered in accordance with any instructions provided by the producer of the assessments.

(b) Assessments and other evaluation materials include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.

(c) Assessments are selected and administered so as best to ensure that if an assessment is administered to a child with impaired sensory, manual or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure rather than reflecting the child's impaired sensory, manual or speaking skills (unless those skills are the factors that the test purports to measure);

(d) A school age child is assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities;

(e) Preschool children are assessed in the following developmental areas: adaptive behavior, cognition, communication, hearing, vision, sensory/motor function, social-emotional functioning and behavioral function.

(f) Assessments of children with disabilities who transfer from one school district to another school district in the same school year are coordinated with the children's prior and subsequent schools, as necessary and as expeditiously as possible, consistent with 3301-51-06(B)(5)(b) and (B)(6) of the Operating Standards, to ensure prompt completion of the full evaluations.

(g) In evaluating each child with a disability under 3301-5106(E)-(G) of the Operating Standards, the evaluation is sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not commonly linked to the disability category in which the child has been classified.

(h) Assessment tools and strategies that provide relevant information that directly assists persons in determining the educational needs of the child are provided.

(i) Medical consultation shall be encouraged for a preschool or school-age child on continuing basis, especially when school authorities feel that there has been a change in the child's behavior or educational functioning or when new symptoms are detected; and

(j) For preschool-age children, as appropriate, the evaluation shall include the following specialized assessments:

(i) Physical examination completed by a licensed doctor of medicine or doctor of osteopathy in cases where the disability is primarily the result of a congenital or acquired physical disability;

(ii) Vision examination conducted by an eye care specialist in cases where the disability is primarily the result of a visual impairment; and

(iii) An audiological examination completed by a certified or licensed audiologist in cases where the disability is primarily the result of a hearing impairment.

B. ELIGIBILITY DETERMINATION AND EVALUATION TEAM REPORT

1. COMPLETION OF THE EVALUATION TEAM REPORT

The following occurs upon completion of the administration of assessments and other evaluation measures:

- (a) The IEP team and other qualified professionals and the parent of the child determines whether the child is a child with a disability, in accordance with the Operating Standards; and
- (b) The District provides a copy of the evaluation report and the documentation of determination of eligibility at no cost to the parent.

The written evaluation team report shall include:

- (a) A summary of the information obtained during the evaluation process; and
- (b) The names, titles and signatures of each team member, including the parent, and an indication of whether or not they are in agreement with the eligibility determination. Any team member who is not in agreement with the team's determination of disability shall submit a statement of disagreement.

The District provides a copy of the evaluation team report and the documentation of determination of eligibility or continued eligibility to the parents prior to the next IEP meeting and in no case later than 14 days from the date of eligibility determination.

2. DETERMINATION OF ELIGIBILITY

A child is not determined to be a child with a disability:

- (a) If the determinant factor for that determination is:
 - (i) Lack of appropriate instruction in reading, including the essential components of reading instruction as defined in Section 1208(3) of the Elementary and Secondary Act of 1965, as amended and specified in the No Child Left Behind Act of 2002, January 2002, 20 U.S.C. 6301 (ESEA);

(ii) Lack of appropriate instruction in math; or

(iii) LEP; and

(b) If the child does not otherwise meet the eligibility criteria under 3301-51-01(B)(10) of the Operating Standards.

The District, in interpreting evaluation data for the purpose of determining if a child is a child with a disability, does the following:

(a) Draws upon information from a variety of sources, including aptitude and achievement tests, state and district wide assessments, parent input and teacher recommendations, as well as information about the child's physical condition, social or cultural background and adaptive behavior; and

(b) Ensures that information obtained from all of these sources is documented and carefully considered.

If a determination is made that a child has a disability and needs special education and related services, the District develops an IEP for the child.

C. REEVALUATIONS

The District conducts reevaluations of a child with a disability:

(a) If the District determines that the child's educational or related services needs, including improved academic achievement and functional performance, warrant a reevaluation; or

(b) If the child's parent or teacher requests a reevaluation; or

(c) When a child transitions from pre-school to school-aged services; or

(d) In order to make a change in disability category.

A reevaluation may not occur more than once a year, unless the parent and the District agree otherwise.

A reevaluation must occur at least once every three years, unless the parent and the District agree that a reevaluation is unnecessary.

The District evaluates a child with a disability before determining that child is no longer a child with a disability, although this evaluation is not required if the child's eligibility terminates due to graduation from secondary school with a regular diploma or due to exceeding the age eligibility for F APE under state law. If a child's eligibility terminates for one of these reasons, the District provides the child with a

summary of the child's academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's postsecondary goals.

D. IDENTIFYING CHILDREN WITH SPECIFIC LEARNING DISABILITIES (SLD)

The District has written procedures for the implementation of the evaluation process the District uses to determine the existence of a specific learning disability (SLD). In addition, the District uses the form required by ODE-OEC, Evaluation Team Report PR-06 and completes Part 3: Documentation for Determining the Existence of a Specific Learning Disability of PR-06 when the District suspects the child has a SLD.

(1) DETERMINING THE EXISTENCE OF A SPECIFIC LEARNING DISABILITY

The parents, the IEP team, and a group of qualified professionals from the District determine that a child has a SLD if:

(a) The child does not achieve adequately for the child's age or to meet state-approved grade-level standards in one or more of the following areas, when the District provides learning experiences and instruction appropriate for the child's age or state-approved grade-level standards:

- (i) Oral expression;
- (ii) Listening comprehension;
- (iii) Written expression;
- (iv) Basic reading skill;
- (v) Reading fluency skills;
- (vi) Reading comprehension;
- (vii) Mathematics calculation; or
- (viii) Mathematics problem-solving;

AND

(b) The child does not make sufficient progress to meet age or state-approved grade-level standards in one or more of the areas identified

in number 1, above, when the District uses an evaluation process to determine the child's response to scientific, research-based intervention;

OR

(c) The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state approved grade-level standards, or intellectual development, when the District uses appropriate assessments consistent with 3301-51-06(E) and (F) of the Operating Standards that the group has determined to be relevant to the identification of a SLD.

Alternatively, the District may choose a third method of evaluation, for determining if a child has a SLD. The District seeks prior approval from ODE-OEC if it chooses to use an alternative research-based assessment procedure to determine if a child has a SLD.

(2) USE OF AN EVALUATION PROCESS BASED ON THE CHILD'S RESPONSE TO SCIENTIFIC, RESEARCHBASED INTERVENTION FOR SLD DETERMINATION

If the District uses an evaluation process based on the child's response to scientific, research based intervention to determine whether a child has a SLD, the District ensures that this process:

- (a) Begins when the District has gathered and analyzed sufficient data from scientifically based instruction and targeted and intensive individualized interventions that provide evidence that the child's needs are unlikely to be met without certain specialized instruction, in addition to the regular classroom instruction;
- (b) Employs interventions that are scientifically-based and provided at appropriate levels of intensity, frequency, duration and integrity, relative to the child's identified needs;
- (c) Is based on results of scientifically-based, technically adequate assessment procedures that assess ongoing progress while the child is receiving scientifically-based instruction and the results of these procedures have been reported to the child's parents; and
- (d) Includes the analysis of data described in 3301-5106(H)(3)(b)(i) and (H)(3)(b)(ii) of the Operating Standards to determine whether a discrepancy is present between the child's actual and expected performance, in both the child's rate of progress in developing skills, and in the child's level of

performance on measures assessing one or more of the academic areas listed in 3301-51-06(H)(3)(a)(i) of the Operating Standards.

The District will not use this process to delay unnecessarily a child's referral for a comprehensive evaluation to determine eligibility for special education services.

3) ADDITIONAL REQUIREMENTS FOR SLD DETERMINATION

The District ensures that the following additional requirements are satisfied when determining if a child has a SLD:

Inclusion of additional required group members for SLD determination

The group that determines that a child suspected of having a SLD is a child with a disability includes the child's parents and a group of qualified professionals consisting of, but not limited to:

- (a) In the case of a school-age child, the child's regular teacher (or if the child does not have a regular teacher, the District includes a regular classroom teacher qualified to teach a child of the child's age);
- (b) In the case of children less than school-age, an individual qualified by ODE to teach a child of the child's age; and

At least one person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech language pathologist or remedial reading teacher.

Observation requirements

The District ensures that the child is observed in the child's learning environment, including the regular classroom setting, to document the child's academic performance and behavior in the areas of difficulty. The group of qualified professionals identified by the District conducts the observation by:

- (a) Using information from an observation of the child's performance conducted during routine classroom instruction, including monitoring of the child's performance during instruction, that was done before the child was referred for an evaluation; or
- (b) Having at least one member of the group conduct an observation of the child's academic performance in the regular classroom after the child has been referred for an evaluation and parent consent has been obtained.

In the case of a child of less than school-age or a child who is out of school, the District ensures that a group member observes the child in an environment appropriate for a child of that age.

Ensuring the child's underachievement is not due to a lack of appropriate instruction in reading and math

In order to ensure that underachievement in a child suspected of having a SLD is not due to lack of appropriate instruction in reading or math, the District considers:

- (a) Data demonstrating that prior to, or as part of, the referral process, the child received appropriate instruction in regular education settings delivered by qualified personnel; and
- (b) Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of the child's progress during instruction, the results of which were provided to the child's parents.

Obtaining parental consent to evaluate

The District promptly requests parental consent to evaluate a child to determine if the child needs special education and related services:

- (a) If prior to the referral, the child does not make adequate progress after an appropriate period of time when provided with appropriate instruction. To make this determination, the District considers:
 - (i) Data demonstrating that prior to, or as part of, the referral process, the child received appropriate scientifically-based instruction in regular education settings delivered by qualified personnel; and
 - (ii) Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of the child's progress during instruction, the results of which were provided to the child's parents; and
- (b) Whenever a child is referred for an evaluation.

Consideration of exclusionary factors

When determining that a child has a SLD, the District ensures that the findings from the evaluation process are not primarily the result of:

- (a) A visual, hearing, or motor disability;
- (b) Mental retardation;
- (c) Emotional disturbance;
- (d) Cultural factors;
- (e) Environmental or economic disadvantage; or
- (f) LEP.

If the District determines that one of these factors is the primary reason for the child's suspected disability, the District does not identify the child as having a SLD.

VI. INDIVIDUALIZED EDUCATION PROGRAMS (IEPs)

The District ensures that an IEP is developed and implemented for each child with a disability, ages 3 through 21, inclusive, who requires special education and related services and who resides in the district. For all children with disabilities for whom our district is the district of residence, the District is responsible for ensuring that the requirements of 3301-51-07 of the Operating Standards are met regardless of which district, county board of MRDD, or other educational agency implements the child's IEP.

The meeting to develop an IEP is conducted within 30 days of a decision that a child needs special education and related services.

The initial IEP is developed within whichever of the following time periods is the shortest:

- (a) Within 30 calendar days of the determination that the child needs special education and related services;
- (b) Within 90 days of receiving informed parental consent for an evaluation;
or
- (c) Within 120 calendar days of receiving a request for an evaluation from a parent or school district (unless the evaluation team has determined it does not suspect a disability).

The District ensures that the parents receive a copy of the child's IEP at no cost to the parents. The parents may receive a copy of the IEP either at the conclusion of the IEP meeting or within 30 calendar days of the date of the IEP meeting.

A. MEMBERS OF THE IEP TEAM

The IEP team includes:

- (1) The child's parents;
- (2) Not less than one of the child's regular education teachers, if the child is or may be participating in the regular education environment;
- (3) Not less than one special education teacher of the child or, where appropriate, not less than one special education provider of the child;
- (4) A representative of the school district who:
 - a) Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
 - b) Knows the general education curriculum; and
 - c) Knows about the availability of resources of the school district.
- (5) Someone who can interpret the instructional implications of the evaluation results, who may be one of the team noted previously;
 - (6) At the discretion of the parents or the school district, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and
 - (7) The child, whenever appropriate. The child must be invited if a purpose of the meeting is the consideration of postsecondary goals for the child and the transition services needed to assist the child in reaching those goals.

A member of the IEP team, other than the parent and the child if appropriate, is not required to attend an IEP team meeting, in whole or in part, if the parent and the District agree, in writing, that the attendance of that member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting or portion of the meeting.

B. PARENTAL PARTICIPATION

The District takes steps to ensure that one or both of the parents of a child with a disability are present at each IEP team meeting or are afforded the opportunity to participate, including:

- (1) Notifying the parents of the meeting early enough to ensure that they will have an opportunity to attend; and
- (2) Scheduling the meeting at a mutually-agreed upon time and place.

A Notice to a Parent Regarding an IEP meeting:

- (1) Indicates the purpose, time and location of the meeting and who will be in attendance; and
- (2) Informs the parents of the provisions of the Operating Standards regarding the participation of other individuals who have knowledge or special expertise about the child and the participation of the Part C service coordinator or other representatives of the part C system at the initial IEP team meeting for a child previously served under Part C. See 3301-5107(J)(2)(a)(ii) of the Operating Standards.

Beginning no later than the first IEP to be in effect when the child turns 14, the Notice also:

- (1) Indicates that a purpose of the meeting will be the development of a statement of the transition needs of the child; and
- (2) Indicates that the District will invite the child.

Beginning no later than the first IEP to be in effect when the child turns 16, the Notice also:

- (1) Indicates that a purpose of the meeting will be the consideration of the postsecondary goals and transition services for the child;
- (2) Indicates that the school district will invite the child; and
- (3) Identifies any other agency that will be invited to send a representative, if the parents consent.

The District conducts IEP team meetings without a parent in attendance only if it cannot convince parents that they should attend. Before an IEP team meeting is held without a parent, the District makes multiple attempts to contact a parent to arrange a mutually agreed on time and place, and records its attempts to do so.

C. CONTENTS OF AN IEP

The District uses ODE's required form, PR-07, for its IEPs. In developing each child's IEP, the IEP team considers:

- (1) The strengths of the child;
- (2) The concerns of the parents for enhancing the education of their child;
- (3) The results of the initial or most recent evaluation of the child;
- (4) The results of the child's performance on any state or district-wide assessment programs, as appropriate; and
- (5) The academic, developmental and functional needs of the child.

Further, the IEP team considers the following special factors:

- (1) In the case of a child whose behavior impedes the child's learning or that of others, the use of positive behavioral interventions and supports, and other strategies, to address that behavior;
- (2) In the case of a child with LEP, the language needs of the child as those needs relate to the child's IEP;
- (3) In the case of a child who is blind or visually impaired, the instruction of that child in accordance with the Operating Standards and section 3323.011 of the Revised Code;
- (4) The communication needs of the child, including those of a child who is deaf or hard of hearing; and
- (5) Whether the child needs assistive technology devices and services.

(1) CONTENTS OF EVERY IEP

The District's IEPs are written, and are developed, reviewed and revised in IEP meetings. The District's IEPs include all of the following:

- (a) A statement that discusses the child's future and documents planning information;
- (b) A statement of the child's present levels of academic and functional performance, including:
 - (1) How the child's disability affects the child's involvement and progress the general education curriculum (i.e., the same curriculum as for nondisabled children); or

(2) For preschool children, as appropriate, how the disability affects the child's participation in appropriate activities;

(c) A statement of measurable annual goals, including academic and functional goals and benchmarks or short-term objectives designed to:

(1) Meet the child's needs that result from the child's disability to enable the child to be involved in and make progress in the general education curriculum; and

(2) Meet each of the child's other educational needs that result from the child's disability;

(d) A description of:

(1) How the child's progress toward meeting the annual goals described in the IEP will be measured; and

(2) When periodic reports on the progress the child is making toward meeting the annual goals will be provided;

(e) A statement of the special education and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the child, or on behalf of the child, and a statement of the program modifications or supports for school personnel that will be provided to enable the child:

(1) To advance appropriately toward attaining the annual goals;

(2) To be involved in and make progress in the general education curriculum in accordance with the Operating Standards, and to participate in extracurricular and other nonacademic activities; and

(3) To be educated and participate with other children with disabilities and nondisabled children, as appropriate, in the activities described in 3301-5107(H){1}(e) of the Operating Standards;

(f) An explanation of the extent, if any, to which the child will not participate with nondisabled children in the regular classroom and in activities;

(g) A statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the child on state and district-wide assessments

consistent with Section 612(a)(16) of the IDEA;

(h) If the IEP team determines that the child must take an alternate assessment instead of a particular regular state or district-wide assessment of student achievement, a statement of why:

(1) The child cannot participate in the regular assessment; and

(2) The particular alternate assessment selected is appropriate for the child; and

(i) The projected date for the beginning of the services and modifications described in the IEP and the anticipated frequency, location and duration of those services and modifications.

(2) TRANSITION SERVICES

The District's IEPs address transition services as follows:

(a) For children age 14 or over (or younger, if determined appropriate by the IEP team), the IEP includes a statement, updated annually, of the transition service needs of the child under the applicable components of the child's IEP that focuses on the child's courses of study (such as participation in advanced-placement courses or a vocational education program.); and

(b) Beginning not later than the first IEP to be in effect when the child turns 16 (or younger if determined appropriate by the IEP team), the IEP includes:

(1) Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment and, where appropriate, independent living skills; and

(2) The transition services (including courses of study) needed to assist the child in reaching those goals.

(3) TRANSFER OF RIGHTS AT AGE OF MAJORITY

Beginning not later than one year before the child reaches 18 years of age, the IEP includes a statement that the child has been informed of the child's rights under Part B of the IDEA that will transfer to the child on reaching the age of majority.

(4) NONACADEMIC SERVICES, PHYSICAL EDUCATION, EXTENDED SCHOOL YEAR AND TRANSPORTATION

If appropriate, the IEP includes the services to be provided in each of these areas.

D. REVIEW AND AMENDMENT OF AN IEP The District ensures that the IEP team:

The District ensures that the IEP team:

- (1) Reviews the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved; and
- (2) Revises the IEP, as appropriate, to address:
 - (a) Any lack of expected progress toward the annual goals and in the general education curriculum;
 - (b) The results of any reevaluation;
 - (c) Information about the child provided to, or by, the parents as part of an evaluation or reevaluation;
 - (d) The child's anticipated needs; or
 - (e) Other matters; and
- (3) Reconvenes if an agency, other than the school district, fails to provide the transition services described in the IEP.

Changes to the IEP may be made either at an IEP team meeting, or by a written document amending or modifying the IEP, if the parent of the child and the District agree not to convene an IEP team meeting for the purposes of making those changes. If the IEP is amended by written document, without a meeting of the IEP team, the District ensures that the IEP team is informed of the changes made. When an IEP is amended, the District sends a copy of the amended IEP to the parent within thirty days of the date the IEP was amended.

VII. LEAST RESTRICTIVE ENVIRONMENT (LRE)

The District ensures that, to the maximum extent appropriate, children with disabilities, including children in public or nonpublic institutions or other care facilities, are educated with children who are nondisabled. Placement of students with disabilities in special classes, separate schooling or other removal from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services, modifications and/or accommodations cannot be achieved satisfactorily.

The District ensures that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services in the least restrictive

environment (LRE).

The District determines the placement of a child with a disability at least annually, and the placement is based on the child's IEP, and is as close as possible to the child's home.

Unless the IEP of a child with a disability requires some other arrangement, the child is educated in the school that the child would attend if nondisabled.

In selecting the LRE for a child with a disability, the IEP team considers any potential harmful effect on the child or on the quality of the services that the child needs.

A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum.

VIII. PARENTALLY PLACED NONPUBLIC SCHOOL CHILDREN

A. CHILD FIND

(1) GENERALLY

The District locates, identifies and evaluates all children with disabilities who are enrolled by their parents in chartered and nonchartered nonpublic schools, including religious elementary and secondary schools located within the District's geographical boundaries.

The District consults with the nonpublic school representatives and representatives of parents of parentally placed nonpublic school children with disabilities regarding the child find process, including:

- (a) How parentally placed nonpublic school children suspected of having a disability can participate equitably; and
- (b) How parent, teachers and nonpublic school officials will be informed of the child find process.

After timely and meaningful consultation with representatives of nonpublic schools, the District carries out child find activities for parentally placed nonpublic school children, including children whose parents live out-of-state. These activities are similar to the child find activities the District conducts for its public school children and ensures an accurate count of children with disabilities. The District completes these activities in a time period comparable to that for children attending its public schools, including completing any evaluations within 60 days of receiving parental consent. See Chapter V, Section A(1).

The District follows all IDEA and FERPA confidentiality requirements when serving children with disabilities attending nonpublic schools located within the District's boundaries and obtains parental consent before releasing any personally identifiable information about a child to officials of the child's district of residence or the nonpublic school in which the child is enrolled.

The District conducts, either directly or through contract, a full and individual initial evaluation of any parentally placed nonpublic school child suspected of having a disability who is enrolled in a nonpublic school within the District's boundaries. The District obtains written parental consent before conducting an initial evaluation.

(a) If the parents of a parentally placed nonpublic school child do not provide consent or fail to respond to the District's request for consent to evaluate the child, the District may not use mediation or due process procedures to pursue the evaluation. The District does not have to consider this child as eligible for services.

(b) If the parents do not make clear their intent to keep their child enrolled in the nonpublic school, the District provides the parents of a child who is determined to be eligible for special education services written documentation stating that the child's school district of residence is responsible for making F APE available to the child.

(c) The District sends a copy of this documentation to the child's district of residence, provided the District obtains written parental consent to release the information.

The District conducts reevaluations of parentally placed nonpublic school children with disabilities receiving special education and any related services to determine continued eligibility for services. The District conducts reevaluations no more than once a year, unless the parents and the District agree otherwise and at least once every three years, unless the parents and the District agree that a reevaluation is unnecessary.

(2) AUTISM SCHOLARSHIP PROGRAM PARTICIPANTS

The District assumes responsibility for the initial evaluations and reevaluations of children who reside in the District and desire to participate in the Autism Scholarship Program. The district where the nonpublic school is located conducts all reevaluations for children with disabilities participating in the Autism Scholarship Program. (See 3301-51-08(R)(1) of the Operating Standards). The District creates the IEP that is required for eligible children who reside within the District to participate in the Autism Scholarship Program.

B. CONSULTATION

The District consults with nonpublic school representatives and representatives of parents who have placed their children with disabilities in nonpublic schools in a timely and meaningful way during the design and development of special education and related services for the children regarding the following:

(1) CHILD FIND

See above requirements.

(2) PROPORTIONATE SHARE OF FUNDS

(a) The determination of the proportionate share of federal IDEA Part B funds available to serve parentally-placed nonpublic school children with disabilities;

(b) The determination of how the proportionate share of those funds was calculated; and

(c) Consideration of the number of children and their needs and location.

"Proportionate share" refers to the amount of federal IDEA Part B funds the District must expend to provide the group of parentally-placed nonpublic school children with disabilities with equitable participation in services funded with federal IDEA Part B funds. The District follows the formula in 3301-51-05(E)(1)-(4) of the Operating Standards to calculate the proportionate amount.

(3) CONSULTATION PROCESS

(a) How the consultation process will bring together District representatives, nonpublic school officials and representatives of parentally placed nonpublic school children with disabilities;

(b) How the process will take place throughout the school year to ensure that parentally placed nonpublic school children with disabilities identified through the child find can meaningfully participate in special education and related services.

(4) PROVISION OF SPECIAL EDUCATION AND RELATED SERVICES

(a) How, where and by whom special education and related services will be provided;

(b) The types of services, including direct services and alternate service delivery mechanisms;

(c) How special education and related services will be apportioned if funds are

insufficient to serve all parentally placed nonpublic school children; and

(d) How and when these decisions will be made.

(5) WRITTEN EXPLANATION BY THE SCHOOL DISTRICT

How the District will provide the nonpublic school officials a written explanation of the reasons why the District chose not to provide services directly or through a contract if the District disagrees with the views of the nonpublic school officials on the provision of services or the types of services.

The District obtains a written affirmation signed by representatives of the participating nonpublic schools that timely and meaningful consultation has occurred. If representatives of the participating nonpublic schools do not provide the affirmation within a reasonable period of time or choose not to participate under the proportionate share provisions of IDEA and engage in consultation, the District documents its consultation attempts and forwards the documentation to the ODE-OEC. If a nonpublic school located within the boundaries of the District chooses not to participate, the parents may contact the District to request services for the child.

C. RIGHTS TO SERVICES

The District is not required to pay for the cost of education, including special education and related services, of a child with a disability, enrolled at a nonpublic school or facility if:

- (1) The child's district of residence made FAPE available to the child; and
- (2) The parents elected to place the child in the nonpublic school.

The District includes these children and their needs in the population being considered when making decisions about services to be provided to parentally placed nonpublic school children with disabilities.

If the parents make clear their intention to keep their child with a disability enrolled in the nonpublic school, the child's district of residence does not need to develop an IEP for the child. If the child with a disability reenrolls in the District, the District makes F APE available.

D. EQUITABLE SERVICES DETERMINED

The District makes the final decisions about the services to be provided through a services plan to eligible parentally placed nonpublic school children with disabilities who are attending nonpublic schools within the District's geographic boundaries. The

District makes these decisions after consultation with nonpublic school representatives and parents of parentally placed nonpublic school children and through meetings to develop review and revise services plans. A child with a disability attending a nonpublic school does not have an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school.

E. EQUITABLE SERVICES PROVIDED

(1) THE SERVICES PLAN

- (a) The District, whether or not it is the child's school district of residence, convenes the services plan meeting, conference call, or video conference for each eligible child who will receive special education and any related services for children who attend nonpublic schools located within the District's geographical boundaries.
- (b) The District determines required participants at the services meeting.
- (c) The District ensures that a nonpublic school representative participates in the development or revision of the services plan.
- (d) The District conducts a meeting, conference call, or video conference at least annually to review and revise, if appropriate, each child's services plan.
- (e) The District uses the ODE required Services Plan PR-09 form for individually developing a services plan for each participating child that describes the specific special education and related services that the District will provide to the child. Parentally placed nonpublic school children with disabilities may receive a different amount of services than children with disabilities enrolled in the District.

(2) PROVISION AND LOCATION OF SERVICES

- (a) District personnel provide services to parentally placed nonpublic school children who attend nonpublic schools located within the District's geographical boundaries or the District provides services through a contract with an individual, association, agency, organization or other entity.
- (b) The District ensures that special education and related services, including materials and equipment, provided to parentally placed nonpublic school children with disabilities are secular, neutral and non-ideological.
- (c) The District, in consultation with the nonpublic school, will determine where services will be provided. Services may be provided on or off the premises of the nonpublic school. The District may provide services at the nonpublic school with the

permission of that school.

(3) TRANSPORTATION

(a) The District provides transportation to parentally placed nonpublic school children with disabilities who attend nonpublic schools located within the District's geographical boundaries if the services being provided under IDEA are being delivered at a location other than the nonpublic school the child is attending. The District provides transportation:

(1) From the child's nonpublic school or the child's home to the site other than the nonpublic school; and

(2) From the service site to the nonpublic school or to the child's home depending on the timing of the services;

(b) The District may include the cost of transportation to special education and related services that are being delivered at a location other than the nonpublic school in calculating whether it has met the requirements of spending a proportionate amount of federal funds that it receives to serve children with disabilities; and

(c) The District provides transportation to all children, with and without disabilities, who reside within the District and who are parentally placed in chartered nonpublic schools following the requirements in O.R.C. §3327.01.

F. DUE PROCESS COMPLAINTS AND COMPLAINTS TO ODE

Due process rights do not apply to the provision of special education and related services the District has agreed to provide through a services plan. However, the parents of a child with a suspected disability, or a child identified as having a disability, who is enrolled in a nonpublic school, have the right to file a due process complaint against the District where the nonpublic school is located regarding that District's failure to meet the child find requirements, including location, identification, evaluation and reevaluation of the child.

If the District receives a due process complaint requesting a due process hearing from the parents of parentally placed nonpublic school child, the District follows the procedures that apply to other due process complaints.

The parents of a child with a disability, who has been unilaterally placed *in* a nonpublic school, have the right to file a formal written complaint with ODE-OEC regarding a number of different issues, which are listed in 3301-S1-08(L)(3) of the Operating Standards.

APPENDIX A When to Provide
Prior Written Notice, Informed Consent and Procedural Safeguards Notice
(Whose IDEA Is This?)

Steps in the Special Education Process	Action Required		
	Notification or Informed Consent	Prior Written Notice to Parents PR-01	Whose IDEA IS This?
1. Procedural safeguards must be provided to the parents once a year			X
2. Procedural safeguards must be provided upon request of the parents			X
3. Initial referral for a suspected disability		X	X
4. Initial evaluation	Informed consent (Parent Consent for Evaluation PR-04 form)	X	
5. Eligibility determination		X	
6. IEP meeting	Notification (Parent Invitation to Meeting PR-02 Form)	Provided after an IEP, if parents do not agree or do not attend the meeting	
7. Reevaluation with assessments conducted	Informed consent (Parent Consent for Evaluation PR-04 form)	Provide before, and after if parents do not agree or disability category changes	
8. Reevaluation without further assessments conducted	Notification	May use this form to notify before, and provide after, if parents do not agree or disability category changes	
9. No reevaluation conducted		X	
10. Transfers from out of state and out of district	Informed consent (Parent Consent for Evaluation PR-04 form) (If an evaluation is to be conducted)	Provide only after an IEP, if parents do not agree	If moved from out of state
11. Change of placement	Informed Consent (IEP PR-07 form)	Provide only after an IEP, if parents do not agree	
12. Change in the type and amount of services		Provide only after an IEP, if parents do not agree	
13. Exit from special education	Notification (Summary of performance if graduating or aging out of special education)	X	
14. District refuses services requested by parents		X	
15. District proposes/refuses to change disability category		X	
16. Releasing personally identifiable information	Informed Consent (written consent)		
17. Destruction of personally identifiable information	Notification prior to destruction		
18. Transfer of parental rights	Statement included in IEP PR-07 form		X
19. Upon receipt of the first due process complaint or upon receipt of first state complaint in school year			X
20. Disciplinary change in placement		X	X
21. Revocation of consent		X	

I. Procedural safeguards must be provided to the parents once a year.

The school district must give a copy of the procedural safeguards notice (*Whose IDEA Is This?*) to the parents at least once a year, except as noted below:

- Upon initial referral or the parents request for evaluation;
- Upon request by the parents;
- Upon receipt of the first due process complaint or state complaint in a school year; and
- Upon a change in placement for disciplinary action.

2. Procedural safeguards must be provided upon request of the parents.

The school district must give a copy of the **procedural safeguards** notice (*Whose IDEA Is This?*) to the parents whenever the parents request.

3. Initial referral for a suspected disability

On the date of the referral, the district must provide the parents with a copy of the **procedural safeguards notice** (*Whose IDEA Is This?*). For a parental referral, the date of referral is the date that the district received either the verbal or written request from the parents to conduct an evaluation. For a district referral, the date of referral is the date that the screening or review team decided an evaluation should be conducted. See Evaluation -6.2 Request and Referral for Initial Evaluation. Within 30 days of the date of initial referral by the parents for a suspected disability, the district must provide the **Prior Written Notice to Parents PR-01** form to the parents if the district does not suspect a disability.

4. Initial evaluation

Within 30 days of the date of initial referral by the parents for a suspected disability, the district must provide the **Prior Written Notice PR-01** form to the parents and receive written, **informed consent (Parent Consent for Evaluation PR-04** form) from the parents prior to conducting any assessments as part of an initial evaluation. A description of any evaluation procedures the district proposes to conduct must also be provided to the parents. (If the notice relates to an action proposed by the district that also requires parental consent, the district may give notice at the same time it requires parental consent.) Harrison Hills City School District Board of Education 7.14 Policy Manual page 58 Chapter VII Instructional Program

5. Eligibility determination

If the evaluation team determines that a child is not eligible for special education and related services the district will provide the parents the **Prior Written Notice to Parents PR-01 form** once this determination is made. If the evaluation team determines that a child is eligible for special education and related services, see Item number 6, IEP Meeting.

6. IEP Meeting

The district must use the required Parent Invitation PR-02 form to notify and invite the parents to an IEP meeting. Districts must take steps to ensure that one or both parents are present at each IEP meeting or are afforded the opportunity to participate. This requires that the district:

- Notify the parents of the IEP meeting early enough to ensure that they have an opportunity to attend; and
- Schedule the meeting at a mutually agreed upon time and place.

A district must provide the **Prior Written Notice to Parents PR-01** form after an IEP meeting, if the parents do not agree with the IEP or any portion of the IEP or do not attend the meeting.

A district must provide **prior written notice** to the parents and receive **written, informed consent** from the parents before the initial placement of a child in special education. The **IEP PR-07** form serves as prior written notice unless the parents disagree with the IEP. Written informed consent to initiate special education and related services is provided through the parents' signature on the IEP form.

7. Reevaluation with assessments conducted

A district must provide the **Prior Written Notice to Parents PR-01** form and obtain informed parental consent (Parent Consent for Evaluation PR-05 form) before conducting any tests or assessments as part of a reevaluation of a child with disabilities, unless the district has provided notice and the parents have failed to respond to reasonable attempts to obtain consent.

The district must provide the Prior Written Notice to Parents PR-01 form after the reevaluation is completed, if the parents disagree with the reevaluation or the reevaluation results in a change in the child's disability category.

8. Reevaluation without further assessments conducted

If the evaluation team determines that no additional data are needed to determine that the child continues to be a child with a disability and to determine the child's educational needs, the evaluation team must notify the child's parents. The notification that no further assessments are necessary must include:

- The team's determination and the reasons for the determination; and
- The parents' right to request an assessment to determine whether the child continues to be a child with a disability and to determine the child's educational needs.

The **Prior Written Notice to Parents PR-01** form may be used for this notification as long as it includes the information listed directly above.

The district must provide the Prior Written Notice to Parents PR-OI form after the reevaluation is completed, if the parents disagree with the reevaluation or the reevaluation results in a change in the child's disability category.

9. No reevaluation conducted

If the IEP team, including the parents, agrees that a reevaluation of a child is unnecessary, the district must provide the **Prior Written Notice to Parents PR-OI** form.

10. Transfers from out of state and out of district

Upon the enrollment of a child with an existing IEP from another district or state, the district must convene the IEP team and determine if the team will accept the existing IEP or change the existing IEP. If the parents disagree with the IEP team on the IEP that will be implemented by the district, the **Prior Written Notice to Parents PR-OI** form must be provided to the parents. See IEP 7.1 General.

Transfers from out of state

If the child moved into the district from another state, the district must provide the parents with a copy of the **procedural safeguards notice** (*Whose IDEA Is This?*).

If the district determines that a new evaluation is necessary for a child who transfers from out of state, the evaluation is considered an initial evaluation and the district must provide the **Prior Written Notice to Parents PR-OI** form and obtain written parental consent (**Parent Consent for Evaluation PR-05 form**). See Evaluation -6.2 Request and Referral for Initial Evaluation.

Transfers from out of district

If the child transfers into the district from another district in the state, the district provides the parents with a copy of the **procedural safeguards notice** (*Whose IDEA Is This?*) if the sending school district had not provided the parents with a copy during the current school year.

If the IEP team refers a child who transfers from another district in the state for additional evaluation, the evaluation is considered to be a reevaluation. The district must provide the **Prior Written Notice to the Parents PR-OI** form and obtain written parental consent (**Parent Consent for Evaluation PR-05 form**). See Evaluation -6.5 Reevaluation.

11. Change of placement

The district must provide the **Prior Written Notice to Parents PR-OI** form after an IEP meeting, if the parents do not agree with the IEP team's proposed change of placement on

the continuum of alternative placement options. The district may not change the child's placement until the parents consent to the proposed change of placement.

12. Change in the type and amount of services

The district must provide the **Prior Written Notice to Parents PR-01** form after an IEP meeting, if the parents do not agree with the changes in the types and amount of services being proposed. The district may then proceed to implement the IEP.

13. Exit from special education

The district must provide the **Prior Written Notice to Parents PR-01 form** whenever a child exits special education. In addition, for a child whose eligibility for special education terminates because the child is graduating with a regular diploma or exceeding the age eligibility for special education, the school district must provide the child with a **summary of the child's academic achievement and functional performance**, which shall include recommendations on how to assist the child in meeting the child's postsecondary goals.

14. District refuses services requested by parents

The district must provide the **Prior Written Notice to Parents PR-01 form** to the parents any time the district refuses the request of the parents to provide special education and related services to the child.

15. District proposes/refuses to change disability category

The district must provide the **Prior Written Notice to Parents PR-01 form** to the parents any time the district proposes or refuses to change the child's disability category. The ETR and the documentation of eligibility can be considered a prior written notice if all the elements required in a prior written notice are present in the ETR and determination of eligibility.

16. Releasing personally identifiable information

The district must obtain **written parental consent** prior to releasing any personally identifiable information about the child to any person or agency not entitled by law to see it, and to a representative of any participating agency that is likely to be responsible for providing or paying for transition services.

17. Destruction of personally identifiable information

The school district must inform the parents when personally identifiable information collected, maintained and used is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, a permanent record of a child's name, address, telephone number, grades, attendance record,

classes attended, grade level completed and year completed shall be maintained without time limitation. **This notification may be in writing or provided verbally.** If provided verbally, the school district should document this notification in the child's education record.

18. Transfer of parental rights

One year before the child's 18th birthday, the district must notify both the child and the parents of the parental rights, under Part B, that will transfer to the child upon reaching the age of majority. The district also must provide the child with a copy of the **procedural safeguards notice (*Whose IDEA Is This?*)**. This notification is documented on the child's **IEP PR-07 form**.

19. Upon receipt of the first due process complaint or upon receipt of the first state complaint in the school year.

The school district must give the parents a copy of the **procedural safeguards notice (*Whose IDEA Is This?*)** upon receipt of the parents' first due process request. The Ohio Department of Education, Office for Exceptional Children gives the parents a copy of the **procedural safeguards (*Whose IDEA Is This?*)** upon the parents' filing of the first state complaint within the school year.

20. Disciplinary change in placement

Whenever a change of placement occurs due to disciplinary action, a copy of the **procedural safeguards notice (*Whose IDEA Is This?*)** and **Prior Written Notice PR01** form must be provided.

21. Revocation of consent (must be in writing)

The district must provide the **Prior Written Notice to Parents PR-01** form if the parents of a child with a disability revoke consent in writing for the continued provision of all special education and related services. This notice must include:

- A summary of all of the supports and services the child will no longer receive, and any change in educational placement that will occur as a result of the revocation of consent.
- Statements that once the revocation takes effect, the district will not be considered to be in violation of its requirement to make F APE available, is not required to convene an IEP meeting or develop an IEP' is not required to conduct a three year reevaluation, is not required to offer the child the discipline protections available under IDEA and is not required to amend the child's education records to remove any reference to the child's receipt of special education and related services.
- A statement that by revoking consent for special education and related services for the

child, the parent is not waiving the right to request an initial evaluation or to receive services in the future

GIFTED EDUCATION PROGRAM

The Board of Education endorses the concept of providing alternative programs and services to meet the unique educational needs of academically gifted students. "Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under O.R.C. §3324.03.

Procedures shall meet the requirements of the State Department of Education and shall be on file in the Superintendent's office and available to the public.

Screening and Identification

It is the policy of this Board to screen and identify gifted students in accordance with the following procedures:

- A. Students shall be screened, selected for further assessment and identified using the assessment instruments from the list approved by the State Department of Education that are determined to be appropriate for the particular student by the Superintendent or his/her designee.
- B. Students shall be identified as gifted based upon the following criteria:
 1. A student shall be identified as exhibiting "superior cognitive ability" if he/she did either of the following within the preceding twenty-four months:
 - a. Scored two standard deviations above the mean, minus the standard error of measurement, on an approved individual standardized intelligence test administered by a licensed or certified school psychologist or licensed psychologist;
 - b. Scored at least two standard deviations above the mean, minus the standard error of measurement, on an approved standardized group intelligence test;
 - c. Performed at or above the ninety-fifth percentile on an approved individual or group standardized basic or composite battery of a nationally normed achievement test;
 - d. Attained an approved score on one or more above-grade level standardized nationally normed approved tests.

2. A student shall be identified as exhibiting "specific academic ability" superior to children of similar age in a specific academic ability field if, within the preceding twenty-four months, he/she performs at or above the ninety-fifth percentile at the national level on an approved individual or group standardized achievement test of specific academic ability in that field. A student may be identified as gifted in more than one specific academic ability field.
3. A student shall be identified as exhibiting "creative thinking ability" superior to children of a similar age if, within the previous twenty-four months, the student scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following:
 - a. Attained a sufficient score, as established by the Department of Education, on an approved individual or group test of creative ability;
 - b. Exhibited sufficient performance, as established by the Department of Education, on an approved checklist of creative behaviors.
4. A student shall be identified as exhibiting "visual or performing arts ability" superior to that of children of similar age if the student has done both of the following:
 - a. Demonstrated through a display of work, an audition, or other performance or exhibition, superior ability in a visual or performing arts area;
 - b. Exhibited sufficient performance, as established by the Department of Education, on an approved checklist of behaviors related to a specific arts area.
- C. All district students, including minority or disadvantaged students, children with disabilities, and students for whom English is a second language shall have equal access to screening and further assessment.
- D. All district students identified as gifted shall have an equal opportunity to receive any services offered by the district.
- E. The Superintendent or his/her designee shall develop procedures for students to withdraw from gifted programs or services, for reassessment of students, and for assessment of students transferring into the district.

- F. Disagreements between parents and the district concerning the identification and placement of gifted students shall be referred to the Superintendent or his/her designee, who will meet with the interested parties and render a written decision that shall be final.

Plan for Identification

The Superintendent or his/her designee shall develop a plan for identifying gifted students. The plan shall be adopted by the Board of Education and, together with this policy, be submitted to the Department of Education for approval. The plan shall contain all of the following:

- A. A description of the assessment instruments from the list adopted by the Department of Education that the district will use to screen and identify gifted students;
- B. Acceptable scheduling procedures for screening and for administering assessment instruments for identifying gifted students which provide:
1. At least two opportunities a year for assessment in the case of students requesting assessment or recommended for assessment by teachers, parents, or other students;
 2. Assurance of inclusion in screening and assessment procedures for minority and disadvantaged students, children with disabilities, and students for whom English is a second language;
 3. Assurance that any student transferring into the district will be assessed within ninety days of the transfer if requested by the parent.
- C. Procedures for notification of parents within thirty days of receipt of the results of any screening procedure or assessment instrument and the provision of an opportunity for parents to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services;
- D. A commitment that the district will accept scores on assessment instruments provided by other school districts or trained personnel outside the school district, if the assessment instruments are on the list approved by the State Department of Education.
- E. The plan may provide for the district to contract with any qualified public or private service provider to provide for screening or assessment services.

Plan for Service

The Superintendent or his/her designee shall develop, in accordance with Department of Education guidelines, a plan for the service of identified gifted students enrolled in the district. The plan shall be filed with the Department of Education.

- A. The Superintendent or his/her designee shall develop written criteria for determining the eligibility of identified gifted students for placement in district services.
 - 1. The criteria shall explain the methods used to ensure equal access to services for all eligible students.
 - 2. Subjective criteria, such as teacher recommendations, shall not be used to exclude a student from service in the superior cognitive and specific academic areas if otherwise eligible.
 - 3. The criteria shall be provided to parents, educators, or the Ohio Department of Education upon request.

- B. Services included in the plan may include such options as the following:
 - 1. Differentiated instruction;
 - 2. Cluster grouping;
 - 3. Mentorships;
 - 4. Accelerated course work;
 - 5. Dual enrollment opportunities, including the post-secondary enrollment option program;
 - 6. Advanced placement courses;
 - 7. Honors, international baccalaureate, or other advanced courses;
 - 8. Magnet schools;
 - 9. Self-contained classrooms;
 - 10. Independent study;

11. Advanced online courses and programs;
 12. Internships with businesses, nonprofit organizations, and arts organizations;
 13. Early admission to kindergarten or first grade;
 14. Grade, subject, or other forms of acceleration as set forth in Board Policy 6.01.
 15. Guidance services;
 16. Other options identified in the guidelines of the Department of Education.
- C. The gifted specialist shall prepare a written educational plan (WEP) for each gifted student. The WEP shall include the following information:
1. A description of the services to be provided, including:
 - a. goals for the student in each service specified, including academic goals;
 - b. methods for evaluating progress toward the specified goals;
 - c. methods and schedule for reporting progress to students.
 2. The staff members responsible for ensuring that the services are delivered;
 3. The policies regarding waiver of assignments and the scheduling of tests missed while participating in gifted services outside the general education classroom;
 4. The date by which the WEP will be reviewed for possible revision.
- The WEP shall be provided to the student’s parents and all educators responsible for providing gifted education services to the student.
- D. The Superintendent or his/her designee shall ensure that a gifted student receives the minimum level of instruction required for the following educational settings:
1. Resource room: 225 minutes per week for student in kindergarten through grade 5; 240 minutes per week for student in grade 6 through 12;
 2. Single subject classroom with intervention specialist as teacher: 225 minutes per week for student in kindergarten through grade 5; 240 minutes per week for student in grade 6 through 12;

3. Classroom with general education teacher, services provided by intervention specialist: 225 minutes per week for student in kindergarten through grade 5; 240 minutes per week for student in grade 6 through 12.

Instructional services shall be provided by personnel who meet the requirements of Ohio Department of Education for gifted education.

Annual Report

The Superintendent or his/her designee shall submit an annual report to the Department of Education specifying the number of students in each of grades kindergarten through twelfth screened, the number assessed, and the number identified as gifted in each category specified in O.R.C. §3324.03.

Distribution of Policy

The Superintendent or his/her designee shall take steps to ensure that this policy is distributed to parents.

POST-SECONDARY ENROLLMENT PROGRAM

The Board of Education recognizes the value to students and to the district for students to participate in programs offered by accredited colleges and universities in the State of Ohio. Therefore, the Board will permit qualifying high school students to enroll in approved post-secondary programs. Students will be deemed eligible to receive secondary credit for completing any of these programs provided they meet the established requirements as set forth in O.R.C. Chapter 3365 and established by the Board.

Deadlines and Procedure

Eligible students (those enrolled in ninth, tenth, eleventh, or twelfth grade) may enroll full or part-time for nonsectarian courses for high school and/or college credit in accordance with the following procedures:

- A. Information about the Post-Secondary Enrollment Options Program will be provided prior to March 1st (annually) to students enrolled in grades eight through eleven and their parents/guardians.
- B. Students/parents must notify the district, prior to March 30, of intent to participate in the Post-Secondary Enrollment Options Program.
- C. Any eligible student choosing to participate in the Post-Secondary Enrollment Options Program will be provided counseling services including possible risks, consequences and potential benefits. Counseling will include the following:
 1. Program eligibility including:
 - a. Freshman status as locally determined; and
 - b. Acceptance by college.
 2. Process for granting credit;
 3. Financial responsibilities - tuition, books, materials, fees;
 4. Criteria for transportation aid;
 5. Available support services;
 6. Scheduling;

7. Consequences of failing or not completing a course in which the student enrolls and the effect of the grade attained in the course being included in the student's grade point average;
 8. The effect of program participation on the student's ability to complete the district's graduation requirements;
 9. Academic and social responsibilities of students and parents/guardians for participation; and
 10. Information about and encouragement to use the college counseling services.
- D. Students/Parents who have expressed interest and received counseling services must sign a form indicating that the details of the program have been presented and that criteria is understood.
- E. Students in grades nine, ten, eleven, and/or twelve may enroll in college for high school graduation and/or college credit, if the following conditions are met:
1. Students must be accepted by the college; and
 2. College must send written notice (to all appropriate parties, including student, parent, guidance counselor, Superintendent, and Superintendent of Public Instruction) within thirty (30) days of enrolling students. Such notices shall include courses and hours of enrollment and the option selected.
- F. Encouragement to enroll shall be given to all students who have the ability to undertake college work, especially gifted students.

A student may not enroll in any specific college course through the program if the student has taken high school courses in the same subject area as that college course and has failed to attain a cumulative grade point average of at least 3.0 on a 4.0 scale, or its equivalent, in such completed high school courses.

Expulsion Procedure

If a student is expelled from the district, the Board will deny high school credit for college courses taken during the period of the expulsion. The Superintendent shall send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The student is ineligible to enroll in a college under this program during the period of expulsion.

For a student who enrolled in college pursuant to Enrollment Option B, below, the student's election to have the college reimbursed for costs is automatically revoked during the term in which the expulsion is imposed. The student is responsible for the cost of the textbooks and materials provided by the college.

Enrollment Options

- A. Option A permits eligible students to elect at the time of enrollment to pay all costs of tuition, textbooks, materials and fees. The student shall elect to receive either college credit only or college credit and high school credit.
- B. Option B permits eligible students to elect at the time of enrollment to have the college reimbursed for costs pursuant to rules established by the Ohio Department of Education. If the student successfully completes the course, the Board shall award the student high school credit and the college shall award the student full credit for the course. Students electing this option will not be required to pay for tuition, textbooks, materials or fees directly related to the course. Parents and students should be aware that if a student fails to complete the course, they are responsible for the financial obligation including tuition, textbooks, materials or other fees.

High School Credit

- A. If a student successfully completes a course in which he/she elected to receive high school credit, the Board shall award him/her appropriate credit toward high school graduation.
- B. Students who elect to receive high school graduation credit shall receive such credit under the following circumstances:
 - 1. If a course comparable to one a student completed at the college level is offered by the district, the Board shall award comparable credit for the course completed at the college.
 - 2. If no comparable course is offered by the district, the Board shall grant an appropriate number of credits in a similar subject area to the student.
- C. The Board shall not award graduation credit to a student for courses failed or withdrawn from before completion.
- D. The Board of Education shall not award a student credit toward graduation unless, at the time of enrollment, the student elected to receive high school credit.

- E. Any dispute between students and the Board regarding high school credits for college work may be appealed to the State Board of Education whose decision is final.

Student Records

- A. Evidence of successful completion of each course and the high school credits awarded by the district shall be included in the student's cumulative record. The record shall indicate that the credits were earned as a participant of the Post-Secondary Enrollment Option Program and shall include the name of the college at which the credits were earned.
- B. Each grade received by a student who has elected to receive only college credit shall be recorded, but the credits shall not count toward the student's graduation requirement. A change in election to receive high school credit must be requested, in writing, to the high school principal within fourteen (14) days from date of enrollment.
- C. Each grade received by a student who elected to receive high school credit shall be recorded and counted when determining the following:
 - 1. Cumulative grade point average
 - 2. Athletic eligibility
 - 3. Honor student qualifications (in senior year, notification will include 1st quarter or semester grades)

High School/College Enrollment

- A. A 9th grade student may not receive credit toward high school graduation for more than the equivalent of four academic school years.
- B. A 10th grade student may not receive credit toward high school graduation for more than the equivalent of three academic school years.
- C. An 11th grade student may not receive credit toward high school graduation for more than the equivalent of two academic school years.
- D. A 12th grade student may not enroll for more than the equivalent of one academic school year.
- E. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.

- F. The maximum number of Carnegie units that may be earned during the academic year is the total of the high school courses and college courses; the total may not exceed the number of Carnegie units that might be scheduled using the total number of periods available at the high school during an official school day, less the standard lunch period.
- G. The conversion of courses for high school graduation credit earned through successful completion of college courses is as follows: College courses for which five semester hours (7.5 quarter hours) are earned shall be awarded one Carnegie unit. Fractional Carnegie units shall be awarded proportionally.

Financial Responsibilities

If a student fails to complete the course due to class drop process or nonattendance, the student or parent(s) are responsible for all costs associated with the course.

The following process shall be used to collect all course costs:

- A. The district may determine and accept other reasons, including medical reasons, for failure to complete the course.
- B. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
- C. If the district provides transportation for resident students in grades eleven and twelve, upon parent application and determination of need according to the provisions of the National School Lunch Act, a student enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school which he/she attends and the college/university in which he/she is enrolled in accordance with guidelines established by the State Board of Education.
- D. No reimbursement for course costs, transportation costs or district liability are applicable if the student enrolls in a college course while he/she is also a full-time student in the district.
- E. If the Superintendent determines that a student enrolled in a college course did not attain a passing final grade in the college course, the Superintendent shall seek reimbursement from the student or the student's parent for the amount of state funds paid to the college on behalf of the student. The Board may withhold the student's grades or credits until reimbursement is made.

Other Considerations

- A. A student enrolled in the program shall follow the district attendance policy, as well as the district code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
- B. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment; adjustments to individual schedules may be made by the school administration.
- C. The district adheres to the Ohio High School Athletic Association rules, regulations, and bylaws to determine eligibility to participate in athletics. In order to be eligible, the student must have passed a minimum of five one-credit courses or the equivalent which count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. If a student is taking all course work at the post secondary institution, the minimum number of credits (under either the quarter or semester system) in order to maintain athletic eligibility is thirteen (13).

GUIDANCE PROGRAM

The district's guidance program shall be incorporated into the curriculum to aid students in making informed and responsible decisions and in utilizing effective decision making processes. The guidance program shall be coordinated from the district office and shall provide for the participation of all those staff members and others who can help students acquire the insights and knowledge they need to become autonomous, mature members of adult society.

As suggested above, the primary purpose of the guidance program shall be to assist students in learning to make their own decisions concerning life's many choices—personal, educational, and vocational. Before completion of high school, each student should reach the point of maturity where the student—within the usual limits of circumstances—is able to make virtually all decisions affecting his or her life.

The second major purpose of the guidance program shall be to provide as fully as possible the information needed to make the best decisions. Such information shall include facts (test scores, vocational information, etc.) as well as estimates, judgments, opinions, and other advice. Part of the decision-making skills students are helped to learn shall be the solicitation and search for data and advice from a variety of sources as well as the evaluation and use of such information and suggestions.

Philosophy of Guidance and Counseling

The guidance program of the district is intended to provide, for all students involved, a structured set of services which enhance their development as young people and as future adults. The goals of these services are to promote self-understanding, self-respect, self-reliance, respect for others, and an understanding of one's place within society. Following a developmental approach, the program provides guidance and counseling services which assist each student to make important decisions regarding his/her educational, vocational, personal, and social well-being. These services are best provided by offering appropriate information and a climate of understanding and support.

While guidance department services are focused primarily on working directly with students, it is recognized that maximum effectiveness is achieved through a harmonious working relationship with parents, teachers, administrators, and the community. Only through mutual concern and support can the goals be accomplished.

The guidance program shares with the entire school system a commitment to provide equal services and opportunities without regard to race, color, creed, gender, or disability. The implementation of guidance services at the various educational levels differs according to the maturity and needs of the students.

Guidance counseling services shall be available to students in grades kindergarten through twelve (K - 12). The purpose of the guidance service is to help students:

- A. Select and participate in academic and other school activities that will best ensure achievement of defined educational and personal goals;
- B. Identify, analyze, and make contact with those agencies and institutions that can provide programs or services related to the student's goals and plans for the future;
- C. Resolve problems and overcome obstacles that are preventing a student from achieving his/her educational and personal goals;
- D. Assist a student to maintain productive relationships with other students, staff members, parents, and other adults, and/or organizations and institutions in the community.

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and church and within the district shall remain the free choice of the individual. The district must be neutral in matters of religion and will neither inhibit nor promote any particular religion or practices.

However, religion influences many areas of education, such as literature and history, and religion's role in civilization can, and should be properly taught. Moreover, it is proper for teachers to emphasize the generally accepted moral and ethical principles of all religions and to provide information to and the opportunity for students to study the forms of various religions. In other words, it is proper for teachers to teach about religion as opposed to teaching sectarian beliefs, although study of the Bible and other sacred documents as literary forms may inform students concerning particular sectarian beliefs.

Teachers shall be permitted to objectively expose students to information concerning religions and religious beliefs, but teachers shall not advocate, openly or covertly or by subtlety, a particular religion or religious beliefs.

EXTRACURRICULAR ACTIVITIES

The Board of Education believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

- A. Require all student participation to be on a voluntary basis;
- B. Require that student activity funds should be used for purposes which benefit the student body of the school;
- C. Require that the management of student activity funds be the responsibility of the Treasurer with assistance from school system administration; and
- D. Permit the formation of student clubs, and other student groups organized to promote or pursue specialized athletic, social service, and social activities.

Pursuant to O.R.C. §3301.60, the district shall facilitate the opportunity for students who are children of military families who have transferred from another state (the “sending state”) to be included in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

District-Sponsored Activities

Each year the Board shall sponsor extracurricular activities recommended by the Superintendent. It will provide facilities and equipment, when and as appropriate, and arrange for faculty advisors to supervise the planning and conduct of the activities.

The Superintendent shall ensure that the planning, conduct, and evaluation of all extracurricular activities are in compliance with equal opportunity law, Board policies, and District guidelines.

Students are to be informed of all extracurricular activities and the requirements for participation. Provisions may be made to accommodate those students who may not have the ability to pay necessary fees.

Professional staff members may be employed as advisors by means of a supplemental contract based on the recommendation of the Superintendent and subject to the approval of the Board.

District-Sanctioned Activities

In addition to extracurricular activities it sponsors, the Board may, from time to time, choose to permit certain activities which are not part of the regular extracurricular program of the District but which can benefit those students who wish to participate. Although permitting an activity, the Board:

- A. Will not assume any responsibility for its planning, conduct, or evaluation;
- B. Will not provide any funds or other resources;

The Board may make facilities available in accordance with its policy governing the use of school facilities.

No organization may use the name of the District or any other name which would associate the activity with the District without the consent of the Board. Requests for such consent must be submitted to the Superintendent and receive his/her recommendation prior to consideration by the Board.

Loss of Instructional Time

Approved student activities that require the loss of instructional time shall be kept to a minimum. School District personnel shall not schedule activities at times that interfere with classroom instruction unless it is reasonably necessary. The Superintendent or designee may approve such activities if in his/her judgment:

- A. The benefits of the activity cannot be obtained within the scheduled instructional program.
- B. The activity contributes to the development of important skills or interests of the students involved.
- C. The total length of time does not impair the curricular achievement of the students involved.
- D. The students are given the opportunity and the responsibility for making up work.
- E. The experiences cannot be obtained outside of regular school hours.

The Superintendent or designee shall review and may approve requests for student participation in activities scheduled during the school day by organizations and agencies other than those of the

Board of Education. Consideration shall be given to the activity as it relates to the learning experiences for students.

“Extracurricular Activity” Defined

Pursuant to O.R.C. §3313.537, an “extracurricular activity” is a pupil activity program that a school or the district operates which is not included as a graded course of study, including an interscholastic extracurricular activity that a school or the district sponsors or participates in and that has participants from more than one school or school district.

Participation of Chartered or Nonchartered Nonpublic School Students

If a student enrolled in a chartered or nonchartered nonpublic school would otherwise be entitled to attend school in the district pursuant to O.R.C. §§3313.64 or 3313.65, the Superintendent shall afford such student the opportunity to participate in those extracurricular activities that the student’s chartered or nonchartered nonpublic school does not offer. The opportunity to participate shall be offered at the district school to which the student would otherwise be assigned by the Superintendent under O.R.C. §3319.01 during the school year.

The Superintendent may afford any student enrolled in a nonpublic school, and who is not entitled to attend school in the district under O.R.C. §§3313.64 or 3313.65, the opportunity to participate in an extracurricular activity offered by a school of the district, if both of the following apply:

- (1) The nonpublic school in which the student is enrolled does not offer the extracurricular activity; and
- (2) The extracurricular activity is not interscholastic athletics or interscholastic contests or competition in music, drama, or forensics.

A chartered or nonchartered nonpublic school student afforded the opportunity to participate in any of the district’s extracurricular activities must be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the extracurricular activity. Chartered or nonchartered nonpublic school students must fulfill the same academic, nonacademic, and financial requirements as any other participant in the district’s extracurricular activities.

LEGAL REFS: O.R.C. §§3301.60; 3313.53, 3313.5311

Revised: February 25, 2014

EXTRACURRICULAR ACTIVITIES ACADEMIC POLICY

The Board of Education recognizes the value of a program of extracurricular activities for students in grades 7-12 as an integral part of the total school experience for the students of the district and for the community. However, student participation in extracurricular activities is a privilege and not a right.

For the purpose of this policy, "Extracurricular Activities" refers to a pupil activity program that a school or the district sponsors, and is under the supervision of a coach/advisor/and/or director. "Extracurricular activities" do not include activities in the district's graded course of study. However, band and choir students not meeting these established standards will be excluded from all non-graded/non-credit related activities of the organization during the ensuing grade period.

As a condition for the privilege of participating in extracurricular activities, a student must have attained a minimum grade point average of 1.0 and received no more than one failing grade for any course in the district's graded course of study in the previous grade period. In order to continue participation, a student must also receive passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation during the preceding grading period.

If a student who becomes ineligible under these standards improves his/her grade point average enough during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

In the case of a student being educated under an IEP, the IEP team shall determine whether or not the student has met eligibility standards appropriate for participation in an extracurricular activity.

In addition, students participating in any program regulated by the Ohio High School Athletic Association (OHSAA) must also comply with any eligibility regulations and bylaws established by the Association.

If a student's Individualized Education Plan (IEP) indicates that an exemption from this policy would be appropriate, such eligibility requirements shall be adjusted accordingly for the student. However, the OHSAA mandates may not be exempted by an IEP.

INTERSCHOLASTIC ATHLETICS

The Board of Education will provide high school and middle school students interscholastic athletic competition in a variety of sports as deemed appropriate. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration.

Policy Conditions

- A. Participation in interscholastic athletics is limited to students in grades 9-12 with participation of properly supervised teams from grades 7 and 8 also permitted in a limited program within their own grade levels with other schools.
- B. The athletic program is an integral part of the high school curriculum and comes under the authority of the principal and the athletic director to the same degree as do all other phases of the curriculum.
- C. Those individuals having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.
- D. Those programs governed by the Ohio High School Athletic Association (OHSAA) will adhere firmly to the rules and regulations of that body and to the philosophy of sports which OHSAA encourages. The eligibility of students to participate in the athletic program is determined in accordance with OHSAA regulations and the policies of the Board.
- E. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until written consent has been obtained from the parent.
- F. Expenditures for the athletic program are incorporated as part of the general budget of the Board and may be supplemented using pay-to-participate. Coaches of each sport will submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the principal for approval and inclusion in the general budget. No expenditures for athletic purposes may be made in excess of those listed in the budget without approval of the Superintendent.
- G. District participation in interscholastic athletics will be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, and of rules for student participation.

- H. Proof of insurance against accident or injury must be provided by the parents for students engaging in interscholastic athletics.
- I. An attempt will be made to have immediate medical supervision or CPR trained personnel at all athletic competitions. Any student who incurs an injury requiring a physician's care is to have the written approval of the physician prior to his/her return to participation.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement for performance-enhancing purposes.

Further, participants, athletes, fans, and coaches/advisors shall encourage, promote, and practice good sportsmanship by respecting the officials and each other, as well as refraining from using profane/indecent or derogatory language.

STUDENT ORGANIZATIONS

Student organizations in the Harrison Hills City School District shall generally be encouraged when they meet the criteria of contributing to learning rather than detracting from it. Such organization shall operate within the framework of the law, Board policy, and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation shall be facilitated in reasonable ways by district staff and through utilization of district resources.

The assignment of at least one faculty advisor to each student organization shall be required, and the approval by the Board of any student organization that requires the expenditure of budgeted funds or that may engage in activities of a divisive or controversial nature shall be obtained.

This policy applies to on-campus organizations only. It is not intended to restrict the organization of students into groups which function apart from the schools.

FIELD TRIPS

A field trip is defined as any trip by students away from the school premises, under the supervision of a teacher, which is an integral part of or supplements an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips: (a) value of the activity to the particular class group or class groups; (b) relationship of the field trip activity to a particular aspect of classroom instruction; (c) suitability of the activity and distance traveled in terms of the age level; (d) mode and availability of transportation; and (e) cost.

Board of Education approval must be obtained for those field trips which are planned to keep children out of the district overnight or longer, or go outside of the boundaries of the State of Ohio. Application for such trips must normally be submitted to the building administrator at least forty-five (45) days prior to the projected trip departure date. In cases where the teacher or advisor does not become aware of the need for an out-of-state trip until after the forty-five (45) day limit (e.g., competitions), the application shall be submitted as soon as possible. The Superintendent's approval must be obtained for all such field trips.

In order to protect the safety of district students and staff, in the event the U.S. Department of Homeland Security Advisory System reaches a Threat Condition of High (Orange) or Severe (Red), prior Board approval for field trips and other district-sponsored trips automatically will be deemed revoked, without further Board action. In the event the Threat Condition subsequently drops to a level below High (Orange), the person or group who initially requested Board approval for the field trip or district-sponsored trip must again obtain Board approval before proceeding with the field trip or district-sponsored trip. In the event the Superintendent/Board revokes approval of a field trip or district-sponsored trip based upon an increase in the Threat Condition, the district will not be responsible for any forfeited travel expense deposits or other lost monies.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically except where such participation is required as part of a credit course.

Participants in school events and field trips shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

FACILITIES

The Board of Education recognizes the importance of acquiring and maintaining facilities of a quality and quantity adequate to accommodate the enrollment and the philosophy of education and educational objectives of the school district.

The Board of Education will strive toward ensuring that all facilities be well-maintained, free from hazards, enhance the opportunities for learning, and be in compliance with applicable fire and safety laws and regulations and the Standards for Elementary and Secondary Schools of the State Board of Education.

Building principals are expected to plan the maintenance and daily schedule of duties for their respective buildings.

**SELECTION OF TEXTBOOKS, ELECTRONIC TEXTBOOKS,
AND SUPPLEMENTARY MATERIALS**

Instructional materials and equipment, including media materials, technology, and other student support services shall be selected for the school district in accordance with the following principles:

- A. Such instructional materials (print and nonprint) shall be chosen for values of interest and enlightenment of all students in the community. Instructional materials shall not be excluded because of the race, nationality, or the political or religious views of the writer.
- B. Efforts will be made to provide material that presents all points of view concerning the problems and issues of our times, international, national, and local. Books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan doctrinal approval or disapproval.
- C. Censorship of instructional materials shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.
- D. The district's mission, educational goals, and strategic plan shall be supported.
- E. The standards specified in the course of study and the learning needs of students shall be supported.
- F. The credentialed staff shall be included in the selection.

Textbook and Electronic Textbook Adoption Procedures

The Superintendent may establish textbook and/or curriculum committees, which include representation of teachers who use the texts, administrators, other staff members, and parents. Students and parents may also be asked to serve on these committees.

A student or his/her parent(s) may purchase a copy of the duly-adopted textbook, regardless of format, for the district's purchase price, including shipping and handling plus ten percent (10%).

The final decision on the recommendation of textbooks rests with the Superintendent, subject to official adoption by the Board of Education.

Necessary textbooks shall be furnished free of charge to the students. Further, all such textbooks shall be the property of the district.

A list of all approved textbooks shall be maintained in the Office of the Superintendent.

Procedure for Use of Non-District Materials

- A. No print, audio, video, or graphic materials which are not part of the district’s basic or supplementary materials are to be used with students without prior review and approval. Such review should be done, first by the teacher(s) or counselor(s) who wish to use the material.
- B. The critical criteria by which such materials are to be reviewed are:
1. Relationship to the course of study;
 2. The uniqueness of the content and/or presentation that is not adequately provided in district materials;
 3. The appropriateness of the content and/or presentation for the maturity and comprehension levels of the students; and
 4. The extent to which the content or presentation could create controversy among students, parents, and community groups.

The use of the material must be approved by the building principal. If there is any concern on the part of the principal that the material might be inappropriate, s/he should personally review the materials, and if still uncertain, contact the Superintendent.

ELECTION OF RESOURCE MATERIALS AND EQUIPMENT
OTHER THAN TEXTBOOKS

The Board shall provide supplementary reading books, library books, reference books and any other books except textbooks and electronic textbooks according to this policy.

The following standards are to be applied to the selection of resource materials:

- A. Materials shall be suited to the students to be served;
- B. Materials shall be factually accurate and of genuine literary or artistic value;
- C. Materials shall be of a quality and durability appropriate to their intended use and longevity;
- D. Materials shall relate to, support, and enrich the courses of study adopted by the Board;
and
- E. A listing of all resource materials shall be made available for the use of the professional staff and for the information of the members of the Board.

Students shall be charged in accordance with law for the damage, destruction or loss of such materials.

Final decision regarding the selection of these materials rests with the Superintendent and the Board.

SELECTION OF LIBRARY MEDIA MATERIALS

General Philosophy

The principal functions of the Harrison Hills City Schools' Library Media Centers are to provide students and faculty with the materials necessary to support and expand the curriculum, to provide students with recreational materials, and to provide an area for independent growth and study. Students in the Library Media Center are encouraged to work independently, in groups, or in classes, since the Library Media Center should be considered the "hub" or center of the school on which the rest of the curriculum revolves. In the collections may be found a variety of formats, since not every student learns best in the same way. Therefore, the Library Media Center shall contain, but not be limited to, books, pamphlets, maps, pictorial materials, clippings, recordings, transparencies, filmstrips, films, sound and video tapes, globes, regalia, etc. These shall be known as instructional materials.

Philosophy of Selection

The responsibility for the selection of materials and their corresponding hardware rests with the building principal or designee. Selection involves not only ordering new materials, but constantly re-evaluating the total collection and any gifts received for relevance and usefulness. Regular weeding of the collection is an important element of selection. It is a professional task that demands a thorough knowledge of the schools' curriculum and the community the school serves. Selection should involve the entire faculty in the choice of recreational materials. It must also rely upon the professional tools available to the media specialist and his/her professional judgment.

Selection shall be defined as the process by which the professional personnel choose the instructional materials using the criteria and procedures listed in the following sections.

School Library Bill of Rights

All materials selected shall support state objectives of school library service and be consistent with the media selection policy and Library Bill of Rights as printed below:

- A. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- C. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.

- D. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- E. To provide materials representative of the many religions, ethnic, and cultural groups and their contributions to our American heritage.
- F. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Responsibility for Selection of Materials

The Board of Education is legally responsible for all matters relating to the operation of the schools. However, the Board delegates the responsibility for the selection of instructional materials to the professionally trained personnel employed by the district.

Selection of materials involves the entire professional staff of each building. The media specialist, when employed in a specific building, coordinates and facilitates this selection. Where no media specialist exists, the building principal or professional staff member designated by him/her will take on this responsibility. The building media committee will help as directed by the media specialist or principal. The media committee should include the media specialist (if one is a member of the school staff), the principal, and selected professional staff members.

The secondary committee will be chaired by the building principal. The elementary committees will be chaired by the principals and will include faculty volunteers and the library paraprofessionals.

Criteria for Selection

Needs of the individual school based on knowledge of the curriculum, existing collection, and requests from faculty and students are given first consideration. Materials for purchase are considered on the basis of:

- A. Reading level;
- B. Appeal to students in both content, style, and physical appearance;
- C. Value in the overall balance of the collection;
- D. Accuracy of subject material;
- E. Durability of physical aspects;

- F. Reputation and significance of the author/artist/composer/producer/publisher;
- G. Suitability of format for objectives to be met (i.e. motion need be shown by a film loop or movie);
- H. Professional criticism by reviews or staff members;
- I. Suitability of subject and style for the intended audience;
- J. Relevance to community needs;
- K. Importance as a document of the times, giving a true picture of life and the world;
- L. Objectivity of the source in presentation of controversial questions;
- M. Authority, accuracy, clarity of presentation (authenticity reflecting a valid and reliable viewpoint);
- N. Insight into human or social condition;
- O. Permanent or timely significance based on use, need; and
- P. Importance to the collection and its purposes.

The fact of indiscretions of profanity in a book should not automatically disqualify it. The decision should be made on the basis of whether the book presents life in its true proportion, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature on the reading level of the students, or for teacher use should be included in the library collection.

Procedures for Selection

In selecting materials for purchase, the building principal or designee evaluates the existing collection and consults:

- A. Reputable, unbiased, professionally prepared selection aids;
- B. Specialists from all departments and/or grade levels; and
- C. The media committee appointed by the principal to serve in an advisory capacity in the selection of materials.

The professionally prepared selection tools consist of: standard selection tools; recommended reading lists; exchange of materials with neighboring district school libraries; visits to book exhibits and displays; examinations of bookstore book stock; publishers' samples; reading lists from other school systems; texts and courses of study approved for use within the district; and recommendations from teachers, students, and parent-teacher clubs. Other sources must be evaluated with special care according to the statements of philosophy and policy.

Standard selection tools include the following: Bulletin of the Center for Children's Books, School Library Journal, Previews, Booklist, Hornbook, Ohio Reading Circle, and professional journals in specific educational fields, (i.e. Instructor, Grade Teacher, Arithmetic Teacher, etc.)

Gift materials are judged by the same standards as those used for materials to be purchased. The right to refuse gifts is reaffirmed. If accepted, the gift shall require no special conditions and may be disposed of when warranted.

Multiple items of outstanding and much in demand media are purchased as needed.

Worn or missing standard items are replaced periodically.

Out-of-date or no longer useful materials should be weeded from the collection on the basis of the selection criteria stated above. Materials to be considered for weeding include:

- A. Out-of-date history materials;
- B. Outdated science and social science materials;
- C. Fiction in which today's students have no interest; and
- D. Multiple copies of seldom used titles.

Constant re-evaluation is essential to maintain the collection. Disposal of materials shall be as follows:

- A. Building principal or designee prepares list.
- B. Media committee reviews materials or list and concurs in judgment.
- C. Prepared list is distributed to faculty for them to take any they wish. Building principal or designee may choose to clip relevant materials for the vertical file and destroy the remainder of the book.
- D. Offer materials to students, free of charge.

- E. Destroy any unwanted books (i.e. those not taken by teachers or students).

Materials that are beyond repair may also be weeded following the procedure above.

Magazines

Magazine subscriptions are reviewed annually. Periodicals are purchased because of their overall reputation and are not rejected because of an occasional article which may be offensive. This review should make it possible to remove those periodicals which undergo a radical change of editorial policy not in keeping with the needs of the school.

Challenged Materials

Occasional objections to a selection may be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials. The principle of freedom to read and of the professional responsibility of the staff must be defended, rather than the materials.

If a complaint is made, the procedures are as follows:

- A. Be courteous, but make no commitments.
- B. Invite the complainant to file his/her objections in writing and give him/her the prepared questionnaire to be returned to the building principal for action by the media committee.
- C. Inform the Superintendent and department chairpersons of the challenge.
- D. The media committee will consist of one Board member, the principal of the building involved, and three staff members from the building media committee. The complainant is invited to be a non-voting member of the committee. The procedure, as explained below, is applicable to all individuals, including school personnel and Board members. This committee will:
 - 1. Read and examine materials referred to it. Additional copies will be secured from neighboring school and public libraries.
 - 2. Check general acceptance of the material by reading reviews.
 - 3. Weigh merits of the material as a whole and not on passages pulled out of context. Compare its merits against the negative opinions expressed by the challenger and reviewing sources. Bear in mind local community standards as well as the principles of freedom to learn and read. The decision to keep or remove the material shall be based on the criteria given above.

4. Meet to discuss the material and prepare a report on it. This report will consist of a review of the material in the context of its use in the Harrison Hills school community.
 5. File a copy of the report in the building and administrative offices and send one copy to the challenger.
 6. There will be a one-month time limit from the assigning of the book to be read to the committee and the announcement of the committee's decision. No action on the book or material will be taken until a formal complaint (in writing) has been submitted. Removal of the material occurs only after the decision of the committee has been made.
 7. The complainant can appeal the committee's decision within two weeks to the Superintendent of Schools. After the appeal has been made, the Superintendent is to make a decision on the title. The Superintendent has one month in which to file his/her decision with the Board of Education and send one copy to the challenger. The Superintendent's decision may be appealed to the Board of Education.
 8. If the title is to remain in the collection, it may not be challenged again for one calendar year from the date the decision of the committee is filed in the school and administrative offices.
- E. If a complainant wishes to make his/her complaint to the Board, he/she will be informed that his/her complaint must go through the channels explained above. The Board of Education will take no action on any complaint which is not correctly filed.

HOMEWORK

The Board of Education believes that homework is an important part of the educational process. Homework assignments shall support clearly defined school and classroom learning objectives and shall be used to reinforce or enhance school experiences.

The immediate purpose of homework assignments may be to:

- A. Strengthen basic skills;
- B. Promote growth in self-responsibility and self-direction in learning;
- C. Enrich and extend classroom learning;
- D. Stimulate and further interests;
- E. Reinforce independent study skills;
- F. Develop initiative, responsibility, and self-direction; and
- G. Acquaint parents with the work students do in school.

Homework assignments shall be planned in accordance with the following principles:

- A. The quantity of homework should be reasonable. Assignments should be planned and coordinated so that teachers in the several subject areas avoid excessive amounts given to the student at any one time.
- B. All homework should reflect or reinforce materials already previewed and explained.
- C. The purpose of the homework assignment and the relation to what has been learned must be clearly understood by the student. Students should understand not only what to do, but also how to do it.
- D. All homework assignments must be evaluated or reviewed in some manner by the teacher and returned to the student.
- E. Projects should be assigned only when they contribute to a child's education. Homework should not be used as a punishment.
- F. In assigning homework, the teacher should consider the individual student's need, ability, home situation and the availability of resources in the home environment.
- G. Teachers should notify parents if a student consistently fails to do homework assignments.

CREDIT FLEXIBILITY

The Board of Education shall award units of high school credit to students in compliance with the State Board of Education's Credit Flexibility Plan. The Plan shall permit students to earn credit through demonstrated subject area competency as well as the completion of classroom instruction.

The Superintendent or his or her designee(s) shall design a Credit Flexibility Plan that conforms to the following requirements:

- A. Any student may earn credits through any of the following or a combination thereof:
 - 1. Completion of courses;
 - 2. Testing out or otherwise demonstrating mastery of course content; or
 - 3. Pursuit of educational options, including distance learning, educational travel, independent study, internship, music, arts, after school program, community service or engagement project, or sports.

All methods of earning credit shall be guided by Ohio Academic Content Standards.

- B. The issuance of credit and equivalency to a Carnegie unit shall be determined through any of the following:
 - 1. A teacher;
 - 2. A multi-disciplinary team;
 - 3. A professional panel from the community; or
 - 4. A state performance-based assessment.

All credit shall have equitable value, regardless of how it is earned, and shall be reported on student transcripts without reference to whether it was acquired through course completion, demonstrated mastery, or educational options.

- C. Courses and educational options may be counted for full or partial credit and/or credit in more than one area if partial mastery is demonstrated. Credit from other districts and educational providers may be accepted in accordance with the Operating Standards for Ohio Schools.

- D. Demonstrated proficiency options:
1. Shall be allowed on an ongoing basis;
 2. Shall be made available on a graded, not pass/fail, basis;
 3. Shall count towards course requirements for graduation;
 4. Shall not be capped or limited for the purpose of credits earned; and
 5. May include on-line education or postsecondary options or services from another school district approved by the Board.
- E. A student may demonstrate mastery of course content by using one or more options from the list approved by the Ohio Department of Education (“ODE”) or through locally developed assessments generated in accordance with quality guidelines and/or through peer reviewed processes.
- F. A student who elects to use an educational option to earn credit shall pre-identify and agree on the learning outcome as set forth in a written learning plan that reflects criteria established by the district or is developed with the assistance of a district teacher or administrator. The student shall submit the proposed written learning plan to the school principal or designee for review and approval. If the principal or designee determines that the proposed written learning plan does not meet the requirements for earning alternative credit, the principal may request more information or a revised proposed written learning plan from the student.
- The principal shall approve or deny in writing the student’s proposed written learning plan within seven (7) days of receiving the plan or additional information. If the committee denies the proposed plan, the principal must state the reason why the student’s request to earn credit is denied. The student may appeal this denial to the Superintendent or designee. The Superintendent shall approve or deny the appeal in writing within seven (7) days of receiving the appeal. This decision shall be final.
- G. The Superintendent or designee shall establish standards for the issuance of partial or full credit, or the acceptance of partial or full credit, for when a student does not complete a requirement due to transferring from one school district to another or for early graduation.
- H. Information about the Credit Flexibility Plan, policy, and program shall be communicated to students and parents on an ongoing basis using multiple communication methods.

- I. The Superintendent or designee shall collect performance data, including the number of participating students, total credits earned, and diversity of the student body participating in the Plan, and communication data regarding the methods and frequency of communication to students and parents. The Board shall review the performance data and the Plan annually and submit the performance data to ODE and make it publicly available.

BOARD OF EDUCATION

POLICIES

CHAPTER VIII

Fiscal Management

FISCAL ACCOUNTING AND REPORTING

The District's accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts. The Treasurer is responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

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

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

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

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

LEGAL REFS.: ORC 117.101; 117.38; 117.43
149.01 through 149.43
3301.07
3313.29; 3313.32
3315.04
Chapter 1347
Chapter 5705

Free Admissions

The board regulates the issuing of free passes to athletic events in which a team is a participant.

The Superintendent and/or the principal may issue a free pass to the following:

1. Employees of the District
2. Member of the press
3. Persons donating service to the athletic program
4. All persons assigned to work at the game not covered above
5. Distinguished citizens approved by the Board
6. Those persons approved by the league in which the school is a member
7. Senior Citizens

Bonded Employees and Officers

At the time of appointment or re-appointment of the Treasurer, the Board authorizes the Treasurer to execute a bond in an amount determined and approved by the Board. The bond must be deposited with the Board President and a certified copy must be filed with the County Auditor. The premium is paid by the Board.

At the time of appointment of the Superintendent and election of the Board President, the Board authorizes the Treasurer to execute a bond in the amount determined and approved by the Board. Staff and other employees who handle school funds and included, at Board expense, in a Position Schedule Bond. Position Schedule Bond pertain to a specific position, not to an individual.

LEGAL REFS.: ORC 3.06

131.18 3313.25; 3313.83
3319.05
5705.412

Authorized Signatures
(Use of facsimile Signatures)

The Treasurer's signature is used on checks, drafts, warrant-checks, vouchers and other orders on public funds deposited in designated depositories.

The Treasurer authorizes these designated depositories to honor any instrument bearing the Treasurer's facsimile signature in a form as he/she designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photograph, photo static or mechanical device. The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.

The Board purchases a surety bond to protect the loss of any public funds.

LEGAL REFS.: ORC 9.10 through 9.14
1306.06

Funding Proposals and Applications

The Board directs the Superintendent to apply for any state or federal grants for which it is eligible. The Superintendent/Director of Federal Programs evaluates federally funded programs and state grants, including their possible benefits to the students in the District, appraises the Board of the worth of each and makes recommendations accordingly.

The District participates to its limit of eligibility in the use of funds provided by the state of Ohio for the educational benefit of its students.

LEAGAL REF.: ORC 3313.20

FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are related to the funding provided and the effective, efficient management of those funds. It follows that the District's purposes can best be achieved through prudent fiscal management.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the Board take specific action to make certain that education remains central and that fiscal management contributes to the educational program. This concept is incorporated into Board operations and into all aspects of District management and operation.

As trustees of the community's investment in the facilities, materials and operational funds, the Board has a fiduciary responsibility to ensure that the investment is protected and used wisely. Competent personnel and efficient procedures are essential for sound management of fiscal affairs. The Board expects that the Superintendent and the Treasurer keep it informed through oral and written reports, of the fiscal management of the District.

With the assistance of the Treasurer and other designated personnel, the Superintendent is expected to develop an efficient and effective procedure for fiscal accounting, purchasing and the protection of plant, grounds, materials and equipment through prudent and economical operation, maintenance and insurance.

The Board seeks to achieve the following goals to:

1. engage in thorough advance planning, with staff and community involvement, in developing budgets and guiding expenditures to achieve the greatest educational returns for the dollars expended;
2. establish levels of funding which provide high quality education for the District's students;
3. use the best available techniques for budget development and management;
4. provide timely and appropriate information to all staff with fiscal management responsibilities and
5. establish effective procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

BUDGET PLANNING
(Five-Year Forecast)

Budget planning is an integral part of program planning so that the annual operating budget effectively expresses and implements all programs and activities of the District. Budget planning is a year-round process involving broad participation by administrators, teachers and other personnel throughout the District.

The Treasurer and Superintendent are responsible for preparing financial forecasts for at least four years beyond the current fiscal year.

The budget reflects the District's goals, objectives and programs. Any changes or alterations in programs are approved by vote of the Board.

The five-year forecast is prepared twice a year and filed with the Ohio Department of Education (ODE). The initial filing is due on or before October 31 and an update by May 31. The five year forecast is updated as often as necessary in order to communicate significant changes in the District's financial position.

The budget is prepared by January 1 of each year and covers the period from July 1 to June 30 of the succeeding year.

LEGAL REFS.: ORC 5705.01; 5705.28 through 5705.32; 5705.35; 5705.36; 5705.37; 5705.39;
5705.391

BUDGET PLANNING AND APPROPRIATIONS MEASURE

Budget Planning

The budget presents a comprehensive forecast of all expenditures and receipts of the district based on educational plans and needs. It is a controlled spending plan for the fiscal year. In general, this control, along with sound financial practices, will evolve from a continuous and systematic effort on the part of the Superintendent and the administrative staff to improve budget planning, budget making, and budget administration. The Treasurer is directed to submit a proposed budget and the information used to prepare the proposed budget to the Board in sufficient time to allow the Board to provide its input and provide a budget to the public for inspection and later adoption by the Board.

The proposed budget shall be prepared with input from the Superintendent and Administrators and Supervisors designated by the Superintendent. To this end, the Superintendent must request input from those designated early enough to have the information be considered before the proposed budget is prepared.

The Treasurer and Superintendent shall confer with the Board of Education and district personnel in making the budget represent an expression of the interests of all concerned. Proper planning of a budget should then resolve itself into the formulation of sound:

- A. Educational plans - comprising definite statements of goals, policies and curriculum plans of the district;
- B. Spending plans - including a translation of the educational plans into dollars and cents; and
- C. Finance plans - including proposed means and sources for securing adequate revenue to meet school program needs.

Although the immediate concern will be the ensuing fiscal year, budget projections should be prepared for at least five (5) years beyond the current fiscal year. Budget planning will be related to the district's goals, objectives and programs. The policy of the Board is to follow the planned projections as closely as possible.

The budget will reflect in detail the educational programs previously approved, and must contain all information required under Ohio law and guidelines set forth by the State Auditor. Any changes or alterations in programs will have been approved by vote of the Board.

Deadlines for Adoption and Submission of a Budget

Unless exceptions provided by law are met, the Board shall adopt a budget for the next fiscal year by January 15. Before the adoption of the budget, the Treasurer shall prepare for public inspection two (2) copies of the proposed budget. The proposed budget shall be available for public inspection for at least ten (10) days in the Treasurer's office. The Board shall also hold a public hearing on the proposed budget following the opportunity for the public to inspect the budget. The hearing shall take place on a date and at a time determined by the Board. Notice of the public hearing shall be provided in a newspaper of general circulation in the district not less than ten (10) days prior to the date of the hearing.

The Treasurer shall submit the budget adopted by the Board to the County Auditor on or before January 20, unless a later date is prescribed by the tax commissioner.

Mandatory Budget Contents

The budget shall contain at least the following:

- A. A statement of the necessary current operating expenses for the upcoming fiscal year for each department of the district, classified as to personal services and other expenses. The budget shall also set forth the fund from which the expenditures are to be made. This estimate may include a contingent expense not designated for any particular purpose and shall not exceed thirteen percent of the total appropriations for current expenses;
- B. A statement of the expenditures for the upcoming fiscal year necessary for permanent improvements, classified as to the improvements contemplated by the Board and the fund from which expenditures are to be made;
- C. The amounts required for the payment of final judgments;
- D. A statement of expenditures for the upcoming fiscal year necessary for any purpose for which a special levy is authorized, and the fund from which such expenditures are to be made;
- E. An estimate of receipts from other sources than the general property tax during the ensuing fiscal year, to include an estimate of unencumbered balances at the end of the current fiscal year, and the funds to which the estimated receipts are credited;
- F. The amount each fund requires from the general property tax;
- G. The amount required for debt charges;

- H. The estimated receipts from sources other than the tax levy for payment of debt charges, including the proceeds of refunding bonds to be issued to refund bonds maturing in the next succeeding fiscal year; and
- I. An estimate of amounts from taxes authorized to be levied in excess of the ten-mill limitation on the tax rate, and the fund to which such amounts will be credited.

Permissive Budget Contents

- A. The Board may include for the fiscal year in which a levy proposed under O.R.C. §§5705.194, 5705.21, or 5705.213, or the original levy under O.R.C. §5705.212 is first extended on the tax list and duplicate an estimate of expenditures to be known as a voluntary contingency reserve balance, which shall not be greater than twenty-five percent of the total amount of the levy estimated to be available for appropriation in such year;
- B. The Board may include for the fiscal year following the year in which a levy proposed under O.R.C. §§5705.194, 5705.21, or 5705.213, or the original levy under O.R.C. §5705.212 is first extended on the tax list and duplicate an estimate of expenditures to be known as a voluntary contingency reserve balance, which shall not be greater than twenty percent of the amount of the levy estimated to be available for appropriation in such year.

Budget Modification

The budget may be modified throughout the fiscal year by the Board of Education pursuant to Ohio law

Appropriations Measure

Each school board is required to adopt a yearly appropriations measure. The annual appropriations measure may be adopted on or after July 1, but must be adopted by October 1, unless the Board has not yet received the amended certificate of estimated resources or certificates that no amended certificates need be issued. Temporary appropriations measures may be adopted prior by the Board prior to the adoption of the annual appropriations measure. The Board shall also have the authority to amend or supplement the annual appropriations measure in accordance with Ohio law.

Appropriations measures shall be classified so as to set forth separately the amounts appropriated by fund.

LEGAL REFS: O.R.C. §§5705.08; 5705.28; 5705.30

INVESTMENT POLICY

This Investment Policy applies to all financial assets of the Board, including any state and federal funds that it holds. The Treasurer is the investment officer for the Board, responsible for the purchase and sale of investments, and the carrying out of this Investment Policy. The Treasurer shall routinely monitor the contents of the Board's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly. The Treasurer shall make investments on behalf of the Board with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The Treasurer is responsible for the safekeeping of all documents evidencing a deposit or investment acquired under this policy.

Classification of Monies Held by the Board

The Ohio Revised Code requires the classification of monies held by the Board into three categories:

1. Active Deposits

A public deposit necessary to meet current demands on the district's treasury. Such monies shall only be deposited in accounts permitted by Ohio law.

2. Interim Deposits

Public moneys in the treasury of the district or any subdivision after the award of inactive deposits has been made in accordance with O.R.C. §135.07, which moneys are in excess of the aggregate amount of the inactive deposits as estimated by the Board prior to the period of designation and which the Treasurer or Board finds should not be deposited as active or inactive deposits for the reason that such moneys will not be needed for immediate use but will be needed before the end of the period of designation.

3. Inactive Deposits

A public deposit other than an interim deposit or active deposit.

Objectives

The primary objectives, in order of priority, of the Board’s investment activities shall be:

1. Safety

Investments of the Board shall be undertaken in a safe manner that seeks to ensure the preservation of capital in the overall portfolio. “Safety” is defined as the certainty of receiving the full par value plus accrued interest upon final maturity of the security. At no time shall the safety of the portfolio’s principal investment be impaired or jeopardized. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity

The Board’s investment portfolio shall remain sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated, while avoiding unreasonable and avoidable risks. Portfolio liquidity is defined as the ability to sell a security on short notice at or near the par value of the security.

3. Yield

The Board’s investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account this Investment Policy, the various investment vehicles available to the Board and the cash flow characteristics of the portfolio.

Authorized Financial Dealers and Institutions

1. All investments, except for investments in securities described in Paragraphs 5 and 6 under “Authorized Investments,” shall be made only through a member of the National Association of Securities Dealers, or be associated with a bank, savings bank, or savings and loan association regulated by the Superintendent of Financial Institutions, the Comptroller of Currency, the Federal Deposit Insurance Corporation, or the Board of Governors of the Federal Reserve System.
2. All financial institutions and broker/dealers described above that desire to become qualified suppliers of investment transactions to the Board must provide the Treasurer with audited annual financial statements, proof of good standing with the Comptroller of Currency or State banking regulators or National Association of Security Dealers certification, proof of Ohio registration, and biographical and regulatory information on the persons who are the primary contact with the entity.

3. All entities conducting investment business with the Treasurer shall sign this investment policy. All brokers, dealers, and financial institutions described in O.R.C. §135.14(M) initiating transactions with the Treasurer or Board by giving advice or making investment recommendations shall sign this Investment Policy acknowledging their agreement to abide by the policy's contents. All such brokers, dealers, and financial institutions executing transactions initiated by the Treasurer, having read the policy's contents, shall sign the Investment Policy thereby acknowledging their comprehension and receipt.

Retaining an Investment Advisor

In making investments authorized by this Policy and Ohio law, the Board may retain the services of (1) an investment advisor licensed by the Division of Securities under O.R.C. §1707.141 or registered with the Securities and Exchange Commission, and who possesses experience in public funds investment management, specifically in the area of state and local government investment portfolios; or (2) an eligible institution under O.R.C. §135.03.

Ethical Standards

All participants in the investment process shall act responsibly as custodians of the public trust, and avoid any transactions that might impair public confidence in the Board. Persons involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, impair their ability to make impartial investment decisions, or which is otherwise prohibited by law. Employees and investment consultants shall disclose to the Board any material financial interests they may have in financial institutions that conduct business within the district and any large personal financial or investment positions that could be related to, or affected by, the performance of the Board's portfolio. All employees, officers and investment consultants to the Board shall subordinate their personal investment transactions to those of the Board, particularly with regard to the timing of purchases and sales.

Authorized Investments

- A. The Treasurer may invest any part or all of its interim monies in any of the following types of securities:
 1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States.
 2. Bonds, notes, debentures, or other obligations or securities issued by any federal government agency or instrumentality, including but not limited to the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit

Bank, Federal Home Loan Mortgage Association, Government National Mortgage Association and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities.

3. Interim deposits in duly authorized depositories of the Board, provided those deposits are properly insured or collateralized as required by law.
 4. Bonds and other obligations of the State of Ohio.
 5. No-load money market mutual funds consisting exclusively of securities described in paragraphs 1 and 2 of this Section and repurchase agreements secured by such obligations, provided all such investments under this paragraph shall be made with a bank or savings and loan association eligible to be a depository for public funds of Ohio subdivisions, and provided further that any such funds meet the requirements of Chapter 135 of the Revised Code, including that such funds not include any investment in a derivative.
 6. Ohio's Subdivision Fund.
 7. Written repurchase agreements with any eligible institution or dealer, by which the Treasurer agrees to purchase, and the institution or dealer agrees unconditionally to repurchase, any security listed in paragraphs 1 through 5 above, except certain letters of credit described in O.R.C. §135.18(B)(2). Such written repurchase agreements shall not exceed thirty (30) days, and the market value of securities subject to a written repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily. Institutions and dealers participating in such agreements must provide the Treasurer with the information set forth in O.R.C. §135.14(E).
- B. In addition to the investments authorized in paragraphs 1-7, the Board, by a two-thirds vote of its members, may authorize the Treasurer to invest up to twenty-five percent of the interim moneys of the Board, available for investment at any one time, in either of the following:
1. Commercial paper notes issued by any entity that is defined in O.R.C. §1705.01(D) and has assets exceeding five hundred million dollars, and to which notes all of the following apply:
 - a. The notes are rated at the time of purchase in the highest classification established by at least two standard rating services;

- b. The aggregate value of the notes does not exceed ten percent of the aggregate value of the outstanding commercial paper of the issuing corporation; and
 - c. The notes mature no later than one hundred eighty days after purchase.
 2. Bankers' acceptances of banks that are members of the federal deposit insurance corporation to which obligations both of the following apply:
 - a. The obligations are eligible for purchase by the federal reserve system; and
 - b. The obligations mature no later than one hundred eighty days after purchase.
 3. Other investments authorized in Chapter 135 of the Ohio Revised Code.

The Board shall not authorize such an investment unless the Treasurer has completed additional training for making investments set forth above. The type and amount of such training shall be approved and may be conducted by or provided under the supervision of the Auditor of State.

The Treasurer shall prepare annually and submit to the Board, the Superintendent of Public Instruction, and the Auditor of State, on or before the thirty-first day of August, a report listing each investment made pursuant to this provision during the preceding fiscal year. The report shall include the income earned from such investments, fees and commissions paid, and any other information required by the Board, the State Superintendent, and the Auditor of State.

Maximum Maturities

To the extent possible, the Board will attempt to match its investments with anticipated cash flow requirements. No investment shall be made unless the Treasurer, at the time of making the investment, reasonably expects it can be held to its maturity. Except as set forth in paragraph 7 above, any interim deposit investment made must mature within five years from the date of settlement, unless the investment is matched to a specific obligation or debt of the subdivision.

Safekeeping and Custody

Any securities may be deposited for safekeeping with a qualified trustee defined in O.R.C. §135.18, except the delivery of securities acquired under any repurchase agreement under this policy shall be made to a qualified trustee; provided, however, that the qualified trustee shall be required to report to the Treasurer, Board, Auditor of State, or an authorized outside auditor at

any time upon request as to the identity, market value, and location of the document evidencing each security, and that if the participating institution is a designated depository of the subdivision for the current period of designation, the securities that are the subject of the repurchase agreement may be delivered to the Treasurer or held in trust by the participating institution on behalf of the subdivision. Interest earned on any investments of deposits authorized by this section shall be collected by the Treasurer and credited by the Treasurer to the proper fund of the district.

Prohibited Investment Practices

In addition to any other prohibitions in the Revised Code, the Board shall not:

1. Contract to sell securities that have not yet been acquired on the speculation that prices will decline;
2. Make any investment in “derivatives” as defined in O.R.C. §135.14(C);
3. Invest in a fund established by another public body for the purpose of investing public money of other subdivisions unless the fund is either: (a) STAROhio, or (b) a fund created solely for the purpose of acquiring, constructing, owning, leasing or operating municipal utilities as authorized under O.R.C. §715.02 or Section 4 of Article XVIII of the Ohio Constitution;
4. Enter into reverse repurchase agreements;
5. Issue taxable notes for the purchase of arbitrage;
6. Leverage current investments as collateral to purchase other assets;
7. Invest in stripped principal or interest obligations of otherwise eligible obligations; or,
8. Invest in any security that the Treasurer, at the time of making the investment, does not reasonably think can be held until its maturity.

Education

The Treasurer shall participate in any beginning and/or continuing education training programs sponsored by the State Treasurer or the State Auditor in which the Treasurer is required to participate pursuant to O.R.C. §§117.44, 135.22 and 733.27. Through the Treasurer’s participation in those programs, the Treasurer shall develop an enhanced background and working knowledge in investment, case management, and ethics.

Internal Controls

The Treasurer shall develop and maintain procedures of the operation of the district's investment program in accordance with this Investment Policy. These procedures shall be designed to prevent loss of the district's funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

Reporting

The Treasurer shall maintain a current inventory of all investments including, but not limited to:

1. Description of each security;
2. Cost;
3. Par value;
4. Expected market value, or if available, current market value;
5. Beginning, maturity and settlement dates;
6. Rates; and
7. The names of any persons conducting transactions on behalf of the Board.

The Treasurer shall also prepare and distribute quarterly (or more frequently if requested by the Board) a list of all investments, including all of the above described information and a report on investment activity and returns as required by law.

Non-Binding Arbitration

The Treasurer may enter into a written investment or deposit agreement that includes a provision under which the parties agree to submit to nonbinding arbitration (but not binding arbitration) to settle any controversy that may arise out of that agreement so long as such provision meets the requirements of the Revised Code and is specifically approved by the Board. The arbitration provision shall be set forth entirely in the agreement, and the agreement shall include a conspicuous notice to the parties that any party to the arbitration may apply to the court of common pleas of the county in which the arbitration was held for an order to vacate, modify, or correct the award. Any such party may also apply to the court for an order to change venue to a court of common pleas located more than one hundred miles from the county in which the Treasurer or government board is located.

Investment Policy Adoption

This Investment Policy shall be filed in the office of the Auditor of State. The Policy shall be reviewed on an annual basis by the Board or a committee designated by it, and any modifications made thereto must be approved by the Board and, upon adoption, filed in the office of the Auditor of State.

CERTIFICATION OF READING, UNDERSTANDING AND ACCEPTANCE

The undersigned, _____, hereby certifies that it has read, understands and will accept and abide by this Investment Policy and the relevant provisions of the Revised Code in its dealings with the Board, that it understands that binding arbitration provisions are not permitted and that any nonbinding arbitration provisions governing its relationship with the Board must be expressly approved by the Board, and that the officer signing this Certification is authorized to do so on behalf of the undersigned.

By: _____

Title: _____

Date: _____, 20____.

REVENUES FROM INVESTMENTS

Scope

The Board directs that the investing authority of the District resides with its Treasurer. This policy is designed to cover all monies under the control of the Board.

Objectives and Guidelines

The following investment objectives are applies in the management of the District's funds:

- 1 Liquidity: The investment portfolio remains sufficiently liquid to enable the Treasurer to meet reasonable anticipated operating requirements.
- 2 Safety: Investments are undertaken in a manner consistent with State Law, which seeks to ensure the preservation of public funds.
- 3 Income: The Treasurer strives to achieve a fair and safe rate of return on the investment portfolio over the course of budgetary and economic cycles, taking into account State law, safety considerations and cash flow requirements.
- 4 Diversification: The investment portfolio should be diversified in order to avoid incurring potential losses regarding individual securities which may not be held to maturity, whether by erosion of market value or change in market conditions.
- 5 Prudence: Investments are made with judgment and care -under circumstances then prevailing -which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- 6 Bank Accounts: Relationships with banks are managed in order to secure adequate services while minimizing costs. Deposits should be concentrated in single accounts except where audit control considerations dictate otherwise.

Authorized Financial Institutions and Dealers

U.S. treasury and agency securities purchased outright are made only through a member of the national association of securities dealers, through a bank, savings bank or savings and loan association regulated by the superintendent of financial institutions or through an institution regulated by the comptroller of the Currency, federal deposit insurance corporation or board of governors of the federal reserve system.

1 Repurchase agreements are transacted through banks and/or eligible dealers consistent with State law.

2 Certificates of deposit are transacted through commercial banks or savings and loans with FDIC coverage, and qualify as eligible financial institutions under State law.

Maturity

To the extent possible, the Treasurer attempts to match the District's investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Treasurer will not directly invest in securities maturing more than five years from the date of purchase.

Derivatives

Investments in derivatives are strictly prohibited. A derivative means a financial instrument or contract or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instrument, contract or obligation itself. Additionally, any security, obligation, trust account or instrument that is created from an obligation of a federal agency or instrumentality or is created from both is considered a derivative instrument.

Allowable Investments

The Treasurer may invest in any instrument or security authorized in State law as amended. A copy of the appropriate section of the Ohio Revised Code is kept with this policy.

Collateral

All deposits are collateralized pursuant to State law.

Reporting

The Treasurer reports and maintains records of all investments and deposits.

All brokers, dealers and financial institutions initiating transactions with the investment authority by giving advice or executing transactions initiated by the investment authority must acknowledge their agreement to abide by the investment policy's content.

Internal Controls

The investing authority establishes a system of internal controls, which are documented in writing. The internal controls are reviewed periodically by an independent auditor. The controls are designed to prevent loss of public fund due to fraud, employee error and imprudent actions by employees and officers of the district.

Interest

Interest from all inactive monies held by the local banks will be credited to the general fund and the cafeteria fund as long as it has a positive fund balance. Interest earned from endowment funds, cafeteria funds, permanent improvement funds and fiscal agencies monies (Help Me Grow and Family and Children First) and are held by other allowable investment instruments (ie: STAR Ohio, CD's) will be credited/prorated to those funds accordingly.

LEGAL REFS.: Intergovernmental Cooperation Act ORC 135.01-135.21; 3313.51

FIXED ASSET ACCOUNTING SYSTEM

The Board of Education recognizes the responsibility to protect the community's investment in the fixed assets of the district. Therefore, the Board shall establish and maintain a functional fixed asset management system.

Definition of a Fixed Asset

A fixed asset is tangible property, obtained or controlled as a result of past transactions, events, or circumstances, which is to be used in a productive capacity by the district and which will benefit the district for a period of more than five (5) year(s).

To qualify for inclusion as a capitalized asset in the Board's fixed asset system, the following five (5) criteria must be observed:

- A. The asset must have a cost or dollar value of \$5,000.00 or more.
- B. The asset must have a useful life exceeding five (5) years or more (based on reasonable estimates).
- C. The asset must be land, building, building improvement or be of a tangible nature (possess physical substance).
- D. The asset does not lose its identity as part of a larger unit.
- E. The asset is not a repair part or supply item.

The Board has determined that assets having a value under \$5,000.00, regardless of their useful life, will not be used for financial reporting purposes. However, assets having a value of at least \$500.00 but less than \$5,000.00 may be entered into the fixed asset inventory system for control purposes only.

Classification of Fixed Assets

The Board conforms with Government Accounting Standards Board ("GASB") guidelines in classifying fixed assets in either the general fixed asset group or within individual proprietary funds.

Types of Assets To Be Included

- A. Land;
- B. Buildings;
- C. Land improvements;

- D. Furniture, fixtures, machinery, and equipment;
- E. Vehicles;
- F. Equipment under capital lease; and
- G. Infrastructure.

Types of Assets to be Excluded

- A. Public domain infrastructure assets including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets.
- B. Inventories of materials and supplies to be consumed in the normal course of the district's operations. These items, if material in amount, are included on the Board's balance sheet but are not intended to be accounted for on the fixed asset system.

Depreciation

Depreciation is required only for the Board's proprietary fund assets. Depreciation of fixed assets accounted for in a proprietary fund should be calculated through the fixed asset system and reported in the accounts of that fund.

Depreciation Method

Unless otherwise noted, all depreciation is calculated using the straight line method.

Useful Lives

Useful lives of fixed assets relate to the life expectancy as used by the specific governmental unit. The Board has established the following general categories of useful lives for its fixed assets:

Buildings	30-50 years
Building Improvements	10-40 years
Improvements other than Buildings	10-20 years
Furniture, Fixtures and Equipment:	
Hand Tools	5 years
Transformers and meters	5 years
Misc Equipment (Over \$500)	5 years
Computers	5 years
Telephones and systems	8 years
Office Machines-typewriters, calculators	8 years

Radio and TV Communication equipment	8 years
Furniture & Fixtures	10 years
Books	10 years
Picnic Tables	10 years
Pump Motors	10 years
Audio Visual	10 years
Mowers & Yard Machinery	5 years
Power Tools	10 years
Autos	5 years
Trucks	5 years
Appliances	10 years
Signs	10 years
Playground Equipment	15 years
Machinery	15 years
Lab Equipment	10 years
Utility Poles	15 years
School Buses	10 years
Fences	30 years

Useful lives are assigned to each asset unit or determined on an average for the group. They are based on actual experience, whenever possible, or engineering evidence or practice if the Board has no actual experience. They are expressed in terms of the probable total years of service.

Coding System

The Board's coding system for fixed asset records defines the required data elements to establish and maintain the volumes of fixed asset information. Depending on the information available and the category of the asset, key data elements will include all or part of the following and any future items required by law:

- Department responsible for assets (school/dept)
- Asset Number
- Description
- Purchase Order Number
- Warrant Voucher Number
- Asset Class Code
- Asset Serial Number
- Cost (Purchase Price)
- Location
- Acquisition Date
- Estimated Useful Life
- Costing Method
- Acquisition Method
- Source of Funding

Manner of Asset Disposal
Date of Asset Disposal
Salvage Value (Proprietary Funds)
Accumulated Depreciation (Proprietary Funds)
Depreciation Expense (Proprietary Funds)
Whether the asset is covered by a maintenance agreement
Who the maintenance agreement is with
When the maintenance agreement expires
The condition of the asset

Fixed Asset Valuation

Generally, fixed assets are valued at historical cost. There are, however, different ways to compute historical cost depending on the method in which the asset is obtained.

Sources of historical data can include: invoices, purchase orders, cancelled checks, vouchers, contracts, Board minutes, general ledger records, real estate closing documents, tax assessment records, grant records, inventory cards, maintenance records, price lists, vendors, etc.

Sources of reproduction/standard cost data can include: manufacturer's price list, catalogs and quotations, distributors and supply company catalogs, industry publications, magazines, etc.

Source of normal cost data can include published prices, such as the Consumer's Price Index.

Inclusions to cost or reproduction cost should be analyzed during the valuation process to ensure that full cost information (the acquisition cost to place the asset in use) is obtained and included in the capitalized amount for a fixed asset, in compliance with generally accepted accounting principles. Examples of the cost to be included in the capitalized amounts of the following assets, assuming direct purchases, are:

Land: Include purchase price, legal and title fees, damage payments, site preparation and demolition.

Buildings, Building Improvements and Improvements Other Than Buildings: Include purchase price, contract price, fees, claims, interest and related cost during construction.

Furniture and Equipment: Include purchase or assembled cost, freight and installation.

Donations of assets can occur in a governmental setting, with assets being acquired as gifts from individuals or organizations. Valuation of these assets should be established based on the fair market value on the date of the gift.

Special care must be given when determining if an outlay qualifies for capitalization as an improvement. Expenditures relating to fixed assets are made throughout the useful life of the asset. Whether these costs should be capitalized or charged to the current period as incurred is

difficult to determine. Generally, significant expenditures that result in additional asset service, more valuable asset service, or extensions of the useful economic life of an asset should be capitalized. Expenditures to repair assets or simply maintain assets in good operating condition should not be capitalized, but charged to the current period as an operating cost.

Construction in progress is an accounting valuation of assets (typically buildings) currently being built or assembled, in terms of the cumulative cost incurred up to the balance sheet date. The construction accounts are typically supported by capital project or construction funds and should be used to accumulate and record construction-related transactions and costs until such time as the asset is complete and placed into service. It is at this point that the construction accounts and the fixed asset(s) obtained are recorded on the fixed asset accounting system.

Transfers of property between governmental funds are merely a change in location, department responsibility, etc., of fixed assets. A transfer of property from a governmental fund to a proprietary fund with no monetary consideration involved is a capital contribution that should be valued, in the proprietary fund, at the fair market value of the transferred asset on the date of transfer. Likewise, a transfer of property from a proprietary fund to a governmental fund, with no monetary consideration involved should be considered as a donated asset in the general fixed asset account group for its fair market value on the date of transfer.

Exchange or trade-ins of fixed assets sometimes take place in the course of asset acquisitions. When this occurs, the fixed asset property records are updated to reflect the fixed assets exchanged or traded-in for new assets. The valuation procedure depends on whether the asset is part of the general fixed asset account group or a proprietary fund. The former does not record a gain or loss. The value of the new asset is calculated as the trade-in or exchange value allowed for the new asset, plus any cash paid. The capitalized cost of the new asset is not to exceed its fair market value.

All relevant information regarding exchanges or trade-ins of fixed assets should be noted and described on the related purchase orders and communicated to the Treasurer's office at the time fixed asset disposals and acquisitions are reported.

Fixed Asset System Maintenance

Responsibility:

The responsibility for accounting policies and procedures of the Board's fixed asset records rest with the Treasurer's office. On an annual basis, depreciation should be calculated and summary reports run indicating accumulated and current depreciation for all fixed assets that are being depreciated. The Treasurer's office also has the responsibility to ensure that amounts reported on the fixed asset system records reconcile with one another, as appropriate, and are verifiable and traceable to source documents, departmental records, etc.

Physical Inventory of Fixed Assets

A periodic physical inventory is necessary for accountability and control. It confirms the reliability (or lack of reliability) that can be placed on the fixed asset accounting system by verifying the actual existence of the items represented by the fixed asset records.

The Board acknowledges that it does not have the manpower and other resources needed to conduct an annual physical inventory. For fixed asset control the Board will rely on the following four comparisons of fixed assets on hand to fixed asset records:

- A. Compare a sample of fixed asset purchases to the fixed asset records to make sure they are properly recorded.
- B. Compare a sample of fixed assets sold to the fixed asset record to make sure the asset records now indicate the sale.
- C. Compare a sample of assets selected by observation from throughout the district to the fixed asset record to make sure they are identified on the record and the associated information has been properly recorded.
- D. Select a sample of assets from the fixed asset record and trace the records to the locations identified to verify the physical existence of the assets.

The actual comparison is the responsibility of the principal/department head. This individual then forwards the completed report and a copy of the building/department inventory to the Treasurer's office for final review and comparison.

Tagging Fixed Assets

Tags should be placed on the assets so that they are not easily removed or destroyed by asset use. All tags used by the district shall contain both the Board's name and an identification number.

The numerical designation appearing on the tag will be a simple consecutive series of numbers which are assigned to assets in consecutive order, without regard for type of asset and location. The use of a consecutive number allows each asset to carry the assigned number throughout its entire life, regardless of its location. Once disposition has occurred, the number should be retired. Tag numbers should be assigned by the Treasurer's office.

Disposals

Board fixed assets are retired through several means including sale, trade-in, loss by theft, etc. All disposals by any means, must be reported to the Treasurer's office using the prescribed asset disposal form.

Pursuant to O.R.C. §3313.41, an asset to be disposed of by sale which has a current value in excess of \$10,000 must be sold at an auction. Before the property may be sold, the Board must declare the property as being no longer needed for school purposes. The Treasurer's office shall be informed of such auctions and shall be provided with a full report and accounting of all assets disposed of for use in updating the fixed asset records. All sale or trade-in of assets, regardless of value, must have prior written approval of the Treasurer's office.

For the disposal of property which is valued at less than \$10,000, the Administration is required to follow these procedures:

1. The Superintendent shall determine that the value of the property is less than \$10,000. The property shall be valued pursuant to a reasonable method as determined by the Superintendent.
2. The Board of Education shall adopt a resolution declaring that the real or personal property is no longer needed for school purposes and directing that the property be sold and that the value of the property is less than \$10,000.
3. The Superintendent shall sell the property by bids, general sale, negotiated sale, by trade, or through publicly accessible Internet auction, such as Ebay, as determined by the Superintendent or the Board on an individual basis.

General Fixed Asset Account Group

Gains and losses are not recognized for retirements with the general fixed asset account group. If the asset is sold, the appropriate record is removed from the account group, along with the applicable "investment in general fixed asset" record (on the general ledger). The cash received is posted to the appropriated governmental fund in the current period as an other financing source – proceeds from the sale of fixed assets. For assets exchanged for replacements, refer to the section on exchanges or trade-ins in this policy.

Proprietary Funds

Retirement of assets within proprietary fund types incorporate gains and losses due to the income determination nature of these funds. If an asset is sold, the gain or loss basis is book value. The asset record and its related accumulated depreciation are removed from the individual proprietary fund general ledger to retire the fixed asset. For assets exchanged for replacements, refer to the section on exchanges or trade-ins in this policy.

STUDENT ACTIVITY FUND MANAGEMENT

The purpose of this policy is to establish procedures and controls for the collection, management, accounting, safeguarding, and expenditure of funds in support of legitimate student-managed extra-curricular and co-curricular activities of the District. All expenditures of funds from such student activity accounts shall be for a public purpose and shall promote the general welfare, education, morale, and discipline of students; enrich the curriculum; provide attractive, meaningful, and worthwhile student activities; and enhance interest and effort in the classroom.

The Treasurer or designee shall be the custodian of all such student activity funds, and the Treasurer shall be responsible for establishing and enforcing accounting procedures and internal controls for student activity funds. All money related to student activities shall be deposited with the Treasurer in accordance with Board Policy and Ohio law. An accounting of all student activity funds shall be made monthly, and a financial report shall be submitted by the Treasurer to the Superintendent and the Board of Education monthly and annually. The Treasurer shall furnish financial reports to the student activity program advisor on a regular basis. At the end of each fiscal year, an internal audit shall be conducted to verify compliance with Board policies, receipts, expenditures, cash on hand, petty cash, etc.

Prior to any financial transaction, a student activity must be approved by the Board of Education for inclusion in the district's student activity program. The activity must also submit a purpose clause and budget for Board approval. The purpose clause should state the reason for the activity's existence and its aspirations, goals, and the means through which the goals and aspirations may be achieved. Any amendment to an approved purpose clause must also be submitted to the Board for approval.

All approved student-managed student activity programs shall operate within the following parameters:

- A. Student participation is a primary consideration in the democratic management and expenditure of money raised by the student body and should be encouraged. However, requests for expenditures from student activity funds can only be made by the advisor, coach, or supervisor. Such requests must be approved in writing by the principal or other person designated by the Superintendent in conjunction with the Treasurer. Funds must be available before a request can be approved.
- B. Money should be expended, to the extent possible, in such a way that benefits students currently in school who have contributed to the accumulation of the money.

- C. Money derived from the student body as a whole should, to the extent possible, be expended in a way that benefits the student body as a whole and not a special group.
- D. Student activity money shall not be used in any manner or for any purpose which constitutes an accommodation, loan, or credit to a student, employee, or any other person or entity.
- E. Post dated checks shall not be accepted and checks should not be cashed for anyone.
- F. District employees or other persons or entities shall not make personal purchases through a student activity group in order to take advantage of the student group's purchasing privileges.
- G. The amount of the various program fund balances shall not exceed limits prescribed by the Treasurer or Board.
- H. No student activity program or the Board of Education shall be obligated for purchases made by students, faculty, or others, unless the purchase was pre-approved by the Board or an authorized school official.
- I. All financial transactions and expenditures shall be in accordance with the student activity program's approved budget for the current school year.
- J. All sources of revenue shall be included in the student activity group's budget approved by the Board of Education.
- K. All expenditures shall be in accordance with the student activity group's approved budget. The authorization for the expenditure shall be made with the appropriate district purchasing documents.
- L. Prior to approving student activity expenditures, the Board shall determine if the proposed expenditure shall serve a public purpose. The Board's approval of such expenditure shall be by separate resolution (for individual expenditure or class of expenditures) that specifically identifies the type of expenditure and the Board's determination of public purpose.
- M. If invested, student activity funds shall follow Board investment policy and procedures, except that any interest earnings from student activity funds shall be credited to the Board's general fund.

The Board of Education recognizes that an activity or graduating class may have unexpended funds available after the group is dissolved, or after the close of school in the year of graduation. It is the Board's intention that the group or class designate, in advance of its dissolution or

graduation, the disposition of these funds subject to the Board's approval. When the student activity group or program fails to identify such a disposition, the Board is authorized to expend such funds to serve a valid and proper public purpose.

Collection and Deposit of Funds

- A. All moneys collected from any source are to be substantiated by pre-numbered student activity group receipts, cash registers supplying cumulative readings, pre-numbered tickets, or other auditable records. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit. Where it is not practicable to collect the cash in a central office, collections from various classes may be collected by cashiers and turned in to the Treasurer or properly designated depository on the business day following the day of receipt if the public moneys received exceeds one thousand dollars. If the total receipt does not exceed one thousand dollars, the cashier will deposit the money within three business days.
- B. Cash registers:
 - 1. Registers should be sealed without resettable totals.
 - 2. Total should reconcile with sales.
 - 3. Tickets or tapes supporting "over rings" should be retained.
 - 4. Approval should be obtained for all voids or adjustments.
- C. Forms:
 - 1. All forms should be pre-numbered.
 - 2. Perpetual inventory should be maintained on pre-numbered collection forms, receipts, tickets, etc. Any discrepancies should be investigated and resolved.
 - 3. Pre-numbered forms should not be printed in the school printing department.
 - 4. Advisor should keep records of collections by source.
 - 5. A pre-numbered receipt should be received for all money turned over to the cashier.

Harrison Hills City School District
Student Activities
Purpose & Policy

This form must be filed with the Superintendent of schools before _____. Any amendment to this approval application, during the school year, must have prior approval of the Superintendent of schools.

Activity Group: _____

Account Code: _____ Advisor: _____

Building _____

Approved Building Principal: _____

Approved by Superintendent: _____

I. Policy or Purpose of the Organization:

II. Source of Revenues:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

III. Purposes for which funds will be spent:

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

Harrison Hills City School District
Student Activity Budget Application Approval Form

School Year _____

School _____

Estimated Balance on Hand July 1, _____

\$ _____

Estimated Receipts:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total Estimate Receipts:

\$ _____

Total Estimate Balance & Receipts

\$ _____

Estimated Disbursements:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

_____	\$ _____
Total Estimated Disbursements:	\$ _____
Estimated Balance on Hand, June 30, _____	\$ _____
Total Balance and Disbursements:	\$ _____

LEGAL REFS.: O.R.C. §3315.062

PETTY CASH ACCOUNT

Miscellaneous

The Board of Education authorizes the establishment of petty cash accounts in the care of the Treasurer and in the amount determined by the Board. The Treasurer shall designate which person(s) may draw money from the petty cash accounts. Funds from the petty cash account may only be withdrawn by check or debit card for approved purchases within the district.

Each responsible person shall ensure that petty cash funds are spent only for postage, delivery charges, office supplies, and miscellaneous purchases. No single purchase from the petty cash account shall exceed \$30.00. Funds from the petty cash accounts are not to be used to subvert the regular purchasing procedure.

The Treasurer or his/her designee shall prepare a total of the disbursement slips and submit such papers to the Board with a voucher requesting replenishment in like amount.

Athletic

The Account will be used for the purpose of paying officials and security personnel who perform services at athletic events during a school year. The Athletic Director will maintain the records and work in cooperation with the Treasurer or designee in managing and accounting for the funds in the appropriate manner. The Athletic Director and Treasurer and designated as those officials that may access the account via a bank check. The maximum amount that may be paid to an official is \$400.00. A list of officials/security must be provided prior to any payment. The list will be approved by the Treasurer or designee. If accounting discrepancies occur at any time during the school year, in which they cannot be corrected, the Treasurer will have the authority to close the account.

TAX SHELTERED ANNUITIES AND DEFERRED COMPENSATION PLANS

Annuity

The salary payments of any employee of the district may be adjusted at the request of the employee to permit the payment of annuity payments by the Board of Education out of the employee's total compensation.

Any licensed agent, broker, or company through whom the Board arranges for the placement or purchase of a tax-sheltered annuity for employees shall satisfy the following conditions:

- A. The licensed agent, broker, or company must execute a satisfactory "hold harmless"/indemnity agreement that protects the district, the Board, its officers, and its employees from any liability attendant to procuring the annuity or to the performance of the investment.
- B. The licensed agent, broker, or company must be designated through a signed salary reduction agreement executed by at least five (5) employees of the school district or one percent (1%) of the full-time employees of the Board, whichever is greater.
- C. Maximum Exclusion Allowance Calculation.

Agents, brokers, and/or company representatives shall have the Superintendent's approval to advertise, distribute literature, or hold meetings within the school settings.

Deferred Compensation

Employees shall be permitted to defer compensation in accordance with state and federal law.

CASH IN SCHOOL BUILDINGS

In order to safeguard cash in each school building, and in order to teach such procedures to students, moneys collected by employees and by student treasurers are to be handled with prudent business procedures.

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer or properly designated depository every twenty-four (24) hours. In the event that the person in charge of an activity is unable to deposit the money within twenty-four (24) hours, the money shall be accounted for and deposited in the building safe of each school. If a safe is not available, then the money must be deposited in the fiscal office's safe. If the amount does not exceed \$1,000.00, the money can be held no longer than three (3) business days after receipt before being deposited. If the amount is more than \$1,000.00, or the money cannot be adequately safeguarded, it shall be deposited on the next business day following the date of receipt.

In no case shall more than \$25.00 be left overnight in a school building if that building does not have a safe. The Treasurer may provide for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

STAFF DEVELOPMENT, REFRESHMENTS, AND AWARDS

All expenditures of district funds shall be for a public purpose. In the process of student and staff development and morale and community relations, the Superintendent may find it appropriate to schedule groups of employees, students, community members or others, at one location to participate in various programs, activities, or events for improving their service to the schools or performing other tasks germane to improving the schools. The Superintendent or designee may purchase refreshments (items such as coffee, soft drinks, baked goods, etc.) to be served during those scheduled meetings, plaques, pens, token gifts, awards, and other amenities to be presented to individuals or groups for their service to the district. However, public funds shall not be used to purchase alcoholic beverages.

The Board of Education hereby affirms that the expenses incurred as listed above do serve a public purpose. The Board believes that the public purpose served is the promotion of education, rapport with the business community, community relations, staff morale, and the encouragement of nonemployees to serve as volunteers as well as other interests.

BUDGET PLANNING AND APPROPRIATIONS MEASURE

Budget Planning

The budget presents a comprehensive forecast of all expenditures and receipts of the district based on educational plans and needs. It is a controlled spending plan for the fiscal year. In general, this control, along with sound financial practices, will evolve from a continuous and systematic effort on the part of the Superintendent and the administrative staff to improve budget planning, budget making, and budget administration. The Treasurer is directed to submit a proposed budget and the information used to prepare the proposed budget to the Board in sufficient time to allow the Board to provide its input and provide a budget to the public for inspection and later adoption by the Board.

The proposed budget shall be prepared with input from the Superintendent and Administrators and Supervisors designated by the Superintendent. To this end, the Superintendent must request input from those designated early enough to have the information be considered before the proposed budget is prepared.

The Treasurer and Superintendent shall confer with the Board of Education and district personnel in making the budget represent an expression of the interests of all concerned. Proper planning of a budget should then resolve itself into the formulation of sound:

- A. Educational plans - comprising definite statements of goals, policies and curriculum plans of the district;
- B. Spending plans - including a translation of the educational plans into dollars and cents; and
- C. Finance plans - including proposed means and sources for securing adequate revenue to meet school program needs.

Although the immediate concern will be the ensuing fiscal year, budget projections should be prepared for at least five (5) years beyond the current fiscal year. Budget planning will be related to the district's goals, objectives and programs. The policy of the Board is to follow the planned projections as closely as possible.

The budget will reflect in detail the educational programs previously approved, and must contain all information required under Ohio law and guidelines set forth by the State Auditor. Any changes or alterations in programs will have been approved by vote of the Board.

Deadlines for Adoption and Submission of a Budget

Unless exceptions provided by law are met, the Board shall adopt a budget for the next fiscal year by January 15. Before the adoption of the budget, the Treasurer shall prepare for public inspection two (2) copies of the proposed budget. The proposed budget shall be available for public inspection for at least ten (10) days in the Treasurer's office. The Board shall also hold a public hearing on the proposed budget following the opportunity for the public to inspect the budget. The hearing shall take place on a date and at a time determined by the Board. Notice of the public hearing shall be provided in a newspaper of general circulation in the district not less than ten (10) days prior to the date of the hearing.

The Treasurer shall submit the budget adopted by the Board to the County Auditor on or before January 20, unless a later date is prescribed by the tax commissioner.

Mandatory Budget Contents

The budget shall contain at least the following:

- A. A statement of the necessary current operating expenses for the upcoming fiscal year for each department of the district, classified as to personal services and other expenses. The budget shall also set forth the fund from which the expenditures are to be made. This estimate may include a contingent expense not designated for any particular purpose and shall not exceed thirteen percent of the total appropriations for current expenses;
- B. A statement of the expenditures for the upcoming fiscal year necessary for permanent improvements, classified as to the improvements contemplated by the Board and the fund from which expenditures are to be made;
- C. The amounts required for the payment of final judgments;
- D. A statement of expenditures for the upcoming fiscal year necessary for any purpose for which a special levy is authorized, and the fund from which such expenditures are to be made;
- E. An estimate of receipts from other sources than the general property tax during the ensuing fiscal year, to include an estimate of unencumbered balances at the end of the current fiscal year, and the funds to which the estimated receipts are credited;
- F. The amount each fund requires from the general property tax;
- G. The amount required for debt charges;

- H. The estimated receipts from sources other than the tax levy for payment of debt charges, including the proceeds of refunding bonds to be issued to refund bonds maturing in the next succeeding fiscal year; and
- I. An estimate of amounts from taxes authorized to be levied in excess of the ten-mill limitation on the tax rate, and the fund to which such amounts will be credited.

Permissive Budget Contents

- A. The Board may include for the fiscal year in which a levy proposed under O.R.C. §§5705.194, 5705.21, or 5705.213, or the original levy under O.R.C. §5705.212 is first extended on the tax list and duplicate an estimate of expenditures to be known as a voluntary contingency reserve balance, which shall not be greater than twenty-five percent of the total amount of the levy estimated to be available for appropriation in such year;
- B. The Board may include for the fiscal year following the year in which a levy proposed under O.R.C. §§5705.194, 5705.21, or 5705.213, or the original levy under O.R.C. §5705.212 is first extended on the tax list and duplicate an estimate of expenditures to be known as a voluntary contingency reserve balance, which shall not be greater than twenty percent of the amount of the levy estimated to be available for appropriation in such year.

Budget Modification

The budget may be modified throughout the fiscal year by the Board of Education pursuant to Ohio law

Appropriations Measure

Each school board is required to adopt a yearly appropriations measure. The annual appropriations measure may be adopted on or after July 1, but must be adopted by October 1, unless the Board has not yet received the amended certificate of estimated resources or certificates that no amended certificates need be issued. Temporary appropriations measures may be adopted prior by the Board prior to the adoption of the annual appropriations measure. The Board shall also have the authority to amend or supplement the annual appropriations measure in accordance with Ohio law.

Appropriations measures shall be classified so as to set forth separately the amounts appropriated by fund.

LEGAL REFS: O.R.C. §§5705.08; 5705.28; 5705.30

COMPENSATION FROM VENDORS

Definitions

As used in this policy:

- A. “Compensation” means any cash, checks, stocks or other securities, gifts, discount certificates, travel vouchers, tickets, passes, and other things of value. The term “compensation” does not include free travel and lodging provided to adult chaperones and/or staff members who are required to accompany students on an official school field trip.
- B. “Official school field trip” means a journey by a group of students away from the school premises that is arranged, booked, or supervised by district officials or employees, and approved by the Superintendent and/or the Board of Education pursuant to Policy 7.23. The term “official school field trip” does not include trips or other activities that are arranged, booked, and paid for exclusively by booster groups, outside clubs or organizations, or district officials or employees outside of school.
- C. “Outside vendor” means private travel companies or agents, tour operators, bus companies, or other persons or entities that arrange or coordinate official school field trips.
- D. “Public money” means any compensation received, collected by, or due a district employee or official under color of office.

Prohibitions

Any compensation paid by an outside vendor to a district official or employee after the official or employee has participated in selecting the vendor to provide an official school field trip shall be considered to be public money and shall be turned in to the Treasurer.

EXPENSE REIMBURSEMENTS

The Board of Education may only make expenditures of public funds if the expenditure is for a valid public purpose. Expenditures are for a valid public purpose if the expenditure is required for the general good of all district inhabitants. Second, the primary objective of the expenditure must be to further a public purpose, even if an incidental private end is advanced.

The expenditure of public funds for alcoholic beverages is not a proper public purpose. Therefore, neither Board members nor district staff will be reimbursed for alcoholic beverages.

Further, the Auditor of State has concluded that if prior authorization has been given for an expense, the Auditor will not question an expense reimbursement in the course of an audit for coffee, meals, refreshments or other amenities unless there is a clear indication that the reimbursement is arbitrary or incorrect. For this reason, the Board establishes the following expense reimbursement limits. For teachers: in accordance with their negotiated agreement. For classified employees: same as teachers. For administration: full reimbursement.

The Board shall pay mileage to employees engaged in district business as defined by I.R.S. regulations or guidelines.

The Board shall issue credit cards to employees for use in district business on a case-by-case basis.

CREDIT CARD POLICY

The Board of Education recognizes the efficiency and convenience afforded the day-to-day operation of the District by establishing a credit card account.

A credit card account will be established and will be used for incidental purchases authorized by the Treasurer and/or Superintendent. Credit cards shall not be used to circumvent the general purchasing procedures required by law and the policies of the Board. Purchases using the credit card shall be supported by documentation as required by the Treasurer. The credit card must be secured at all times in the Treasurer's office, with request being made for use to the Treasurer.

Only employees of the Board who have received authorization from the Treasurer may authorize and approve credit card transactions. The Treasurer shall document the name and position title of any District employee authorized to use the credit card. Before an employee may use the credit card, he/she must sign an acknowledgment that he/she has read and understands this Board policy. No authorized user of the credit card may incur more than Three Thousand Five Hundred Dollars (\$3,500.00) in debt through use of the credit card for any individual transaction. Use of the credit card for purchases in excess of Three Thousand Five Hundred Dollars (\$3,500.00) shall require the prior written approval of the Treasurer.

The credit card may be used only for official business and for the benefit of the District. Credit card expenditures for the following are strictly prohibited: entertainment, alcoholic beverages, personal services, and cash advances/withdrawals.

Gratuities not in excess of 15%, with the option to roundup to the nearest dollar, are permitted to be paid with the credit card. Gratuities in excess of 15% are permitted only when there is a group purchase and the tip is automatically added to the bill.

Safeguarding the use of the credit card for purchases over the Internet is vitally important. All vendors must be pre-approved and show sufficient proof of being a legitimate business entity, i.e.: completing a W-9.

A District employee who utilizes the credit card in violation of Board policy may be subject to disciplinary action, including termination.

Receipts for any transaction involving the credit card must be obtained by the employee using the card to incur the expense. If an employee fails to submit a receipt to the Treasurer/designee to document a transaction involving the credit card, the employee shall be liable for the expense.

LEGAL REF: Ohio Auditor of State Bulletin 2016-004

Adopted: November 17, 2016

ACKNOWLEDGEMENT:

I _____ have read and fully understand the Harrison Hills City School District Board (“Board”) policy 8.19 – “Credit Card Policy.” I acknowledge that the Board requires employees to obtain a requisition before issuing a purchase order, and that no purchase is to be made without first doing so.

Employee Signature

Date



440 E. Market Street
Cadiz, OH 43907

Phone: 740-942-7700
Fax: 740-942-7705

Mark Kowalski
Principal 10-12

Brent Ripley
Principal 7-9

Duran Morgan
Dean of Students

Todd Dunlap 10-12
Guidance Counselor

Ray Hibbs
Athletic Director

Kay Miller
Secretary

Bobbie Parkinson
Guidance Secretary

Bobby Brooks
Resource Officer

Rebecca Kaurich
Head Cook

Sonny Hyde
Head Custodian

HARRISON CENTRAL HIGH SCHOOL

Harrison Central High School Text Messaging Agreement

By opting into Harrison Central High School's Text Messaging/Web Browsing Instructional Program, you acknowledge that you are the account holder on the phone number provided and will be responsible for any costs associated with receiving and/or sending text messages and/or web browsing, and that Harrison Central High School nor the Harrison Hills City School District will not reimburse any costs affiliated with cell phone usage.

I give my son/daughter permission to use their cell phone for text messaging/web browsing purposes affiliated with instruction only. The student handbook clearly states that text messaging for social purposes is still not permissible during school hours. This program is for instructional purposes only and is not a requirement that students participate.

Student Name: _____

Student Cell Phone Number: _____

Parent Signature: _____

Date: _____

I do not wish for my son/daughter to participate in this learning strategy and do not give them permission to use their cell phone for texting/web browsing instructional purposes.

Student Name: _____

Parent Signature: _____

Date: _____



“HOME OF THE HUSKIES”

TELEPHONE SERVICES

District telephones are provided for official school use. In order to permit staff members to make necessary personal calls with a minimum loss of time, certain telephones may be used for personal calls. Staff members making personal calls are responsible for and shall pay any long distance and/or toll charges.

Students are not to use the school office telephones, except in cases of emergency. Use of pay telephones by students while classes are in session is subject to the approval of authorized school personnel.

Cellular Phones

The Board of Education may find it to be necessary and appropriate to provide certain employees with cell phones in order to facilitate the effective and efficient administration of the schools of the district. Any cell phone provided to an employee by the Board is to be used primarily for conducting the business of the district and is not intended for personal use.

However, the Board also recognizes that a cell phone that it has provided to an employee may be used for personal calls. Consistent with the Board's obligation to ensure that district resources are expended only for business purposes, the Board will routinely audit the employee's billing records. If the use of a cell phone for a personal call results in an additional cost to the Board, the employee is responsible for reimbursing the Board for the total cost of the call, including any applicable tax. If the Board purchases a plan that has a flat rate for a fixed number of airtime minutes, the user is responsible for reimbursing the Board for the total cost, including any applicable tax, of any personal call that caused the plan threshold to be exceeded.

PURCHASES

Upon adoption by the Board of Education of an annual appropriation resolution, the Board, by general resolution, may dispense with the adoption of resolutions authorizing the purchase or sale of property, except real estate.

Solicitation of Bids or Quotations

For those instances in which Ohio law does not establish a specific bid procedure, and the purchase item is not through a cooperative purchasing program, the originator of the purchase order should, when possible, seek at least three (3) price quotations on the item or items before the purchase.

When the Board determines to build, repair, enlarge, improve, or demolish any school building, the cost of which will exceed \$25,000 the Board shall follow the bid procedure set forth in O.R.C. §3313.46. Such procedure shall be followed except in cases of urgent necessity, or for the security and protection of school property, or as otherwise provided by law. In awarding the bid, the Board shall accept the bid which is the lowest responsive and responsible.

All orders or contracts are to be awarded to the lowest responsive and responsible bidder in accordance with O.R.C. §9.312. For a bidder to be deemed responsive, the bidder's proposal should respond to bid specifications in all material aspects and contain no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the bidder a competitive advantage. In determining whether a bidder may be deemed responsible, the Board shall request evidence from the bidder concerning:

- A. The experience of the bidder with the service or material being bid;
- B. The financial condition of the bidder;
- C. The conduct and performance of the bidder on previous contracts (with the district or other agencies);
- D. The facilities of the bidder;
- E. The management skills of the bidder; and
- F. The ability of the bidder to execute the contract properly.

In situations in which the Board has resolved to award a bid to the lowest responsive and responsible bidder, and the apparent low bidder(s) do/does not meet the considerations specified above, the Board shall so notify the bidder(s) in writing, by certified mail..

School Bus Purchases

Contracts for the purchase of all school buses and other equipment used in transporting children to and from school must be by competitive bid, pursuant to O.R.C. §3327.08. All bids shall state: “The buses, prior to delivery, will comply with the safety rules of the department of public safety adopted pursuant to O.R.C. §4511.76 and all other pertinent provisions of law.”

Cooperative Purchasing

The Board hereby authorizes the administration to participate in programs with other public entities or national or state associations of political subdivisions, when authorized by law. All cooperative buying ventures must be submitted to the Board for approval and authorization.

Purchase from the State or Federal Government

The Board may determine to purchase some of the same supplies and services as are purchased by or for agencies of the state or federal government in accordance with O.R.C. §§9.48 and 125.04. If the Board desires to participate in such purchases it will comply with the requirements of the government agencies.

Rejection of Bids or Quotations

The Board reserves the right to reject any or all bids if it desires to subsequently re-bid the contract.

The bid procedures set forth in this Policy do not apply to the following situations:

1. The acquisition of educational materials used in teaching;
2. If the Board determines and declares by resolution adopted by two-thirds of all its members that any item is available and can be acquired only from a single source;
3. If the Board declares by resolution adopted by two-thirds of all its members that these procedures do not apply to any installation, modification, or remodeling involved in any energy conservation measure undertaken through an installment payment contract pursuant to O.R.C. §§3313.372 or 133.06;
4. The acquisition of computer software for instructional purposes and computer hardware for instructional purposes pursuant to O.R.C. §3313.37; or
5. Other situations allowed by the Ohio Revised Code.

Purchase Order Procedures For District Managed Funds

Requests for purchase orders from those outside of the Administrative staff must be submitted to their principal or supervisor for pre-approval. Administrators and supervisors submit requests for a purchase order to the Superintendent's office for approval. If it is approved, it shall be forwarded to the Treasurer.

The Treasurer or designee approves and completes the purchase order. All purchase orders are to be numbered consecutively.

The Treasurer certifies and encumbers the funds, posts the purchase order and distributes the document.

The originator of the purchase order verifies receipt, compares it with the purchase order, and submits itemized shipping invoices to the Treasurer or designee as correct and proper for payment.

The Treasurer or designee compares the billing and shipping invoices to the purchase order for costs and adjustments.

The Treasurer issues a check for payment. All disbursements made by check require at least the Treasurer's signature.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that items commonly used in the various schools or units thereof, be standardized where consistency with educational goals can be maintained.

LOCAL PURCHASING

The Board of Education recognizes its position as a major purchaser in the community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.

The Board authorizes the Superintendent to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when their quotation is competitive, freight charges are a factor, maintenance service may be required, and promptness of delivery is a consideration provided that all statutes pertaining to public purchasing are duly observed.

PROCUREMENT WITH FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for with federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and/or regulations, the terms and conditions of the federal grant, and Board policy.

The Superintendent shall maintain a procurement and contract administration system in accordance with the “Procurement Standards” set forth in §§2 C.F.R. 200.317-.326 for the administration and management of federal grants and federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District’s Uniform Grant Guidance Board policy.

Board employees, officers, and agents who have purchasing authority shall abide by the standards of conduct governing conflicts of interest and governing the actions of employees, officers, and agents engaged in the selection, award, and administration of contracts set forth in Board policy and Ohio Ethics Law.

The District shall avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding requirements;
3. Noncompetitive contracts to consultants that are on retainer contracts;

4. Noncompetitive pricing practices between firms or between affiliated companies;
5. Organizational conflicts of interest;
6. Specifying only a ‘brand name’ product instead of allowing for an “equal” product to be offered and describing the performance or other relevant requirements of the procurement;
7. Any arbitrary action in the procurement process.

The District shall not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except where an applicable federal statute expressly mandates or encourages a geographic preference. When the District is contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

If the District uses a pre-qualified list of persons, firms or products to acquire goods and services, such list shall include enough qualified sources as to ensure maximum open and free competition.

Solicitation Language

All solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize one of the following methods of procurement:

1. Micro-Purchases

The aggregate dollar amount does not exceed the threshold established in 2 C.F.R. §200.67. To the extent practicable, the District will distribute such purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive bids if the Board considers the price reasonable.

2. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$25,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$25,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

- A. A complete, adequate, and realistic specification or purchase description is available;
- B. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- C. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- A. Bids shall be solicited in accordance with the provisions of state law and Board policy. Bids shall be solicited from an adequate number of qualified suppliers, providing them sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- B. The invitation for bids, which will include product/contract specifications and pertinent attachments, must define the items and/or services required in order for the bidder to properly respond.

- C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- D. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- E. The Board reserves the right to reject any or all bids for sound documented reason(s).

4. Competitive Proposals

Procurement by competitive proposal is normally conducted with more than one (1) source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- A. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- B. Proposals shall be solicited from an adequate number of sources.
- C. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- D. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- E. The District may use competitive proposal procedures for qualifications based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- A. The item is available only from a single source
- B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- C. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- D. After solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Action Threshold (\$150,000), including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation but the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only after a determination that no other contract is suitable if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of (1) the actual costs of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further,

the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The Board will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District. Consideration will be given to such matters as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. In accordance with 2 C.F.R. §180.300, for contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the federal government's System for Award Management; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor.

Bid Protest

The following procedure shall be used to resolve disputes relating to procurements.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request for Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but not be limited to rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost

or price analysis).

LEGAL REFS.: 2 C.F.R. §§200.317 - .326

Adopted: December 15, 2016

HARRISON HILLS CITY SCHOOL DISTRICT POST-ISSUANCE COMPLIANCE POLICY

Purpose:

The Harrison Hills City School District, Harrison, Belmont, Carroll and Jefferson Counties, Ohio (the "District") uses bonds as one means of financing capital projects in support of its mission. This Post-Issuance Compliance Policy (the "Policy") outlines the policies and procedures to promote compliance with federal income tax and securities laws, as well as the requirements set forth in the bond documents for each bond issue. The policy is to strictly follow the U.S. Constitution and laws and the Ohio Constitution and laws. For purposes of this policy, the term "bonds" means any obligation of the District incurred for the purpose of borrowing money, including, without limitation, bonds, notes and certificates of participation in capital leases.

I. Monitoring of Post-Issuance Compliance

Monitoring of post-issuance compliance for bonds will be the responsibility of the Treasurer. The Treasurer may designate employees to carry out the Treasurer's duties under this Policy on the Treasurer's behalf in the same manner and with the same effect as any similar designation for any other purpose permitted by law.

II. Compliance with Covenants in Bond Documents

The Treasurer shall ensure compliance with all financial and operational covenants made by the District in the bond documents, including but not limited to financial reporting, insurance requirements, the recording of mortgages, restrictions on incurring additional indebtedness, restrictions on the disposition of property, and restrictions on granting liens or encumbering property.

III. Federal Tax Law Compliance

A. Proper Use of Proceeds

The Treasurer shall ensure that bond proceeds are allocated to expenditures in a manner that is consistent with the purpose for which each bond issue is undertaken, as set forth in any tax compliance certificate or agreement related to each bond issue.

B. Investment of Bond Proceeds

The Treasurer shall ensure that bond proceeds are invested in investments that are permissible under the terms of the Ohio Revised Code, the bond documents, and any applicable federal tax laws.

C. Arbitrage Rebate Calculations

The Treasurer shall ensure the timely completion of arbitrage rebate calculations and filings.

D. Administration of Direct Pay Bonds

The Treasurer shall ensure the proper administration of each issue of bonds qualifying for the payment by the federal government of a credit equal to a percentage of interest on such bonds, including the timely completion and filing of any forms required by the Internal Revenue Service to maintain or establish the applicable status of the bonds for purposes of federal income taxation.

E. Use of Bond-Financed Facilities

The Treasurer shall consult with Bond Counsel for the District before entering into any agreement or other arrangement for the sale, lease, or use of bond-financed property, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, or naming rights agreements. The Treasurer or the designee of the Treasurer shall review such agreements for compliance with federal tax laws and complete a Private Business Use Contract Review Worksheet (attached as Exhibit A) to document that such review has been completed.

F. Post-Issuance Transactions

The Treasurer shall consult with Bond Counsel for the District before making any modifications or amendments to the bond documents for a bond issue, including, but not limited to, entering or modifying investment agreements; making any change in security for the bonds; engaging in post-issuance credit enhancement transactions (*e.g.*, bond insurance, letter of credit) or hedging transactions (*e.g.*, interest rate swap, cap); terminating or appointing successor trustees; releasing any liens; or reissuing the bonds.

G. Remedial Action

In the event that it is determined that any use of bond proceeds or bond-financed facilities is inconsistent with the character of the status for federal income tax purposes of the bonds, the Treasurer shall consult with the District's Bond Counsel for the purpose of determining the nature and extent of any remedial action necessary or proper for the District to take with respect to such bonds or bond-financed facilities according to Treasury Regulations Section 1.141-12 or other remedial actions authorized by the Commissioner of Internal Revenue under 1.141-12(h).

IV. Federal Securities Law Compliance

- A. The Treasurer shall ensure compliance with all applicable federal securities laws and regulations, including the continuing disclosure requirements of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934.
- B. To the extent required by any continuing disclosure agreement, the Treasurer shall:
 - 1. On an annual basis, submit an annual financial report, including audited financial statements and any other information required by the continuing disclosure agreement, to the entities required by the bond documents.

2. Make a timely report of any significant material events (as defined by the continuing disclosure agreement) related to the District's outstanding bond issues to the entities required by the bond documents.

V. Recordkeeping

A. Responsibility for Records Maintenance

1. The Treasurer shall be responsible for maintaining records related to bonds of the District.
2. The Treasurer shall maintain a central list of records related to each issue of bonds of the District. The list shall identify:
 - a. The name and date of the document related to the issue,
 - b. The person or office responsible for the document, and
 - c. The physical or electronic location of the document.

B. Bond Records to be Maintained

1. The following records shall be maintained for each outstanding bond issue for the term of the outstanding bond issue plus three years:
 - a. Basic records relating to the bond transaction, including the trust indenture, loan, lease, or other financing agreement, the relevant IRS Form 8038 (including Forms 8038-G, 8038-B, or 8038-TC, as applicable) with proof of filing, and bond counsel opinion shall be maintained by the Treasurer's Office;
 - b. Documentation evidencing the expenditure of bond proceeds, such as construction or contractor invoices and receipts for equipment and furnishings, as well as records of any special allocation made for tax purposes shall be maintained by the Treasurer's Office;
 - c. Documentation evidencing the lease or use of bond-financed property by public and private sources, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, or naming rights agreements shall be maintained by the District office executing such agreement for use of bond-financed property; and
 - d. Documentation pertaining to investment of bond proceeds, including the yield calculations for each class of investments, actual investment income received from the investment of proceeds, and rebate calculations shall be maintained by the Treasurer's Office.
2. The Treasurer shall maintain the District's audited financial statements for not less than seven years.

VI. Bond Counsel Review

The Treasurer may engage Bond Counsel to assist in implementing this policy, including, but not limited to, assistance in the following areas:

- A. Rebate calculations and compliance;
- B. Records retention;
- C. Periodic review of the central list of records related to bonds for compliance with federal tax laws regarding private business use;
- D. Other federal tax law compliance, including any annual reporting requirements that may be imposed by the Internal Revenue Service; and
- E. Federal securities law compliance.

VII. Training Requirements

Within six months of becoming the Treasurer, and on an as-needed basis thereafter, the Treasurer and the Treasurer's designees, if any, shall undergo training regarding basic federal tax concepts relating to bonds and records required to be maintained under this policy.

VIII. Annual Policy Review

On an annual basis, or sooner if deemed necessary by the Treasurer, the Treasurer shall review this policy and assess the District's compliance with this policy. The Treasurer shall make changes to this Policy as appropriate to ensure compliance with any covenants in the bond documents or the requirements of federal tax and securities laws and any other applicable law.

EXHIBIT A

**HARRISON HILLS CITY SCHOOL DISTRICT
PRIVATE BUSINESS USE CONTRACT REVIEW WORKSHEET**

District Department:

Contracting Parties:

Type/Title of Agreement:

Agreement Not Subject to Private Use Limitation

- _____ Relates solely to construction of bond-financed facility
- _____ Relates to property that was not financed with proceeds of a bond issue
- _____ Does not relate to use or function of property
- _____ Includes incidental services only (janitorial, office equipment repair, or similar services)
- _____ Compensation consists solely of reimbursement of actual and direct expenses incurred by the service provider while providing services under the agreement

Agreement Satisfies Safe Harbors for Management/Service Contracts (See definitions on page 2.)

- _____ Service provider is not an agent or *related party* and
- _____ Payments are reasonable in amount and are not based in whole or in part on share of *net profits* and
- _____ Compensation meets one of the following sets of criteria:
 - _____ at least 95% *Periodic Fixed Fee*; maximum term of 15 years
 - _____ at least 80% *Periodic Fixed Fee*; maximum term of 10 years
 - _____ at least 50% *Periodic Fixed Fee*, 100% *Capitation Fee*, or combination; maximum term of 5 years; terminable without *penalty* or cause after 3 years
 - _____ *Per Unit Fee* or combination *Periodic Fixed Fee* and *Per Unit Fee*; maximum term of 3 years; terminable without *penalty* or cause after 2 years
 - _____ percentage of fees charged or combination of *Per Unit Fee* and percentage of gross revenues or expenses (but not both); maximum term of 2 years; terminable without *penalty* or cause after 1 year; and one of the following must apply:

- ___ service provider primarily provides services to third parties
- ___ agreement involves a facility during an initial start-up period for which there have been insufficient operations to establish a reasonable estimate of the amount of the annual gross revenues and expenses (e.g. contract for general management services for the first year of operations)

Agreement Requires Further Review by Bond Counsel

- ___ Ownership (including agreement that transfers title at end of the term)
- ___ Lease, license, or any other agreement which creates exclusive or priority rights to use any portion of a bond-financed property or which creates an economic benefit for the third-party user
- ___ Agreement with governmental entity or 501(c)(3) organization
- ___ Research agreement
- ___ Management or service contract falling outside safe harbors listed above (provide explanation)
- ___
- ___
- ___
- ___

Reviewer: _____

Date: _____

Definitions:

Related Party:

In reference to a governmental unit or a 501(c)(3) organization, any member of the same "controlled group" as defined in §1.150-1(e) of the Treasury Regulations, and in reference to any person that is not a governmental unit or 501(c)(3) organization, a "related person" as defined in §144(a)(3) of the Internal Revenue Code.

Net Profits:

Net profits under generally accepted accounting principles (GAAP). IRS Rev. Proc. 97-13 expressly provides that compensation agreements based on the following are not considered to be compensation based on a share of net profits:

- (a) a percentage of gross revenues (or adjusted gross revenues) of a facility or a percentage of expenses from a facility, but not both;
- (b) a Capitation Fee; or
- (c) a Per Unit Fee is generally not considered to be based on a share of net profits.
- (d) a productivity reward equal to a stated dollar amount based on increases or decreases in gross revenues (or adjusted gross revenues), or reductions in total expenses (but not both increases in gross revenues (or adjusted gross revenues) and reductions in total expenses) in any annual period during the term of the contract

Periodic Fixed Fee:

A stated dollar amount for services rendered during a specific period of time. The stated dollar amount may automatically increase according to a specified, objective, external standard that is not linked to the output or efficiency of the facility (e.g., the Consumer Price Index). Capitation fees and per-unit fees are not periodic fixed fees.

Capitation Fee:

A fixed periodic amount for each person for whom the service provider assumes the responsibility to provide all needed services for a specified period so long as the quantity and type of services actually provided to covered persons varies substantially. For example, a capitation fee includes a fixed dollar amount payable per month to a medical service provider for each member of a health maintenance organization plan for whom the provider agrees to provide all needed medical services for a specified period. A capitation fee may include a variable component of up to 20% of the total capitation fee designed to protect the service provider against risks such as catastrophic loss.

Per Unit Fee:

A fee based on a unit of services provided specified in the contract or otherwise specifically determined by an independent third party, such as the administrator of the Medicare program. For example, a stated dollar amount for each specified medical procedure performed, car parked, or passenger mile is a per-unit fee. Separate billing arrangements between physicians and hospitals generally are treated as per-unit fee arrangements.

Penalty:

Penalties for terminating a contract include a limitation on the 501(c)(3) organization's right to compete with the service provider; a requirement that the 501(c)(3) organization purchase equipment, goods, or services from the service provider; and a requirement that the 501(c)(3) organization pay liquidated damages for cancellation of the contract. In contrast, a requirement effective on cancellation that the 501(c)(3) organization reimburse the service provider for ordinary and necessary expenses or a restriction on the 501(c)(3) organization against hiring key personnel of the service provider is generally not a contract termination penalty.

Adopted November 19, 2015

UNIFORM FEDERAL GRANT GUIDANCE

This policy shall apply to the District's receipt and use of Federal grant awards.

I. PAYMENT

The District shall minimize the time elapsing between the transfer of funds from the United States Treasury or a pass-through entity and the disbursement by the District, whether payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall make timely payments to contractors in accordance with relevant contract provisions.

Use of Resources Before Requesting Cash Advance Payments

To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

Use of Banks and Other Institutions as Depositories of Advanced Payments

The District shall account for the receipt, obligation, and expenditure of funds. The District shall deposit and maintain advance payments of Federal funds in insured accounts whenever possible. Advance payments of Federal awards shall be maintained in interest-bearing accounts, unless the following apply:

1. The District receives less than \$120,000 in Federal awards per year;
2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances;
3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources; or
4. A foreign government or banking system prohibits or precludes interest bearing accounts.

Interest earned amounts up to \$500 per year may be retained by the District for administrative expenses. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances must include

TIME AND EFFORT REPORTING

The District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Pursuant to 2 C.F.R. §200.430, the District must require certification of effort to document salary expenses charged directly or indirectly against federally sponsored projects. This policy is designed to ensure that compensation for employment services, including salaries and wages, is allocable and properly expended, and that variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. §200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this policy, and that the total compensation for individual employees:

1. Is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with the District's written policies and meets the requirements of federal statute, where applicable.

Time and Effort Reports

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Those records must:

1. Be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the District;
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
4. Encompass both federally assisted and other activities compensated by the District on an integrated basis;
5. Comply with the District's established accounting policies and practices;
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) federal award, a federal award and non-federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District shall follow time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the federal requirements. The Treasurer's office is responsible for all employee effort reports. Individually reported data will be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to federal awards, but may be used for interim accounting purposes provided that: (a) the system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed; (b) any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner; and (c) the District's internal controls include a process to review after-the-fact interim charges made to a federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the federal award is accurate, allowable, and properly allocated.

LEGAL REFS.: 2 C.F.R. §§200.430, 200.431

Adopted: December 15, 2016

pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by financial institutions), as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from the Automated Standard Application for Payments (ASAP), the National Science Foundation (NSF), or another federal agency payment system. Submitted remittances shall comply with the requirements of 2 C.F.R. §200.305.

II. FINANCIAL MANAGEMENT

Direct and Indirect Costs

1. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program).

2. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, and accounting.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- A. Administrative or clerical services are integral to a project or activity.
- B. Individuals involved can be specifically identified with the project or activity.
- C. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- D. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education or the pass-through entity.

Costs

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowed under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with generally accepted accounting principles (GAAP), except as otherwise provided for in 2 C.F.R. §200.403.

6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period.
7. Be adequately documented.

Financial Management System

The District's financial management system, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, shall be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The District's financial management system shall provide for the following:

1. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
2. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 C.F.R. §§200.327 and 200.328.
3. Records that identify adequately the source and application of funds for Federally-funded activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
4. Effective control over, and accountability for, all funds, property, and other assets. The District shall adequately safeguard all assets and assure that they are used solely for authorized purposes.
5. Comparison of expenditures with budget amounts for each Federal award.

III. COMPENSATION – PERSONAL COSTS

Compensation for personal services includes all remuneration, paid currently or accrued, for services of Board employees rendered during the period of performance under the Federal award, including, but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, as set forth in 2 C.F.R. 200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of O.R.C. §200.430 and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policies of the District, as consistently applied to both Federal and non-Federal activities;
2. Follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable; and
3. Is determined and supported as provided in 2 C.F.R. §200.430(i), when applicable.

Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the District. In cases where the kinds of employees required for Federal awards are not found in the other activities of the District, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the District competes for the kind of employees involved.

Standards for Documentation of Personnel Expenses

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the District;
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
4. Encompass both Federally assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records in accordance with the District's written policies;
5. Comply with the established accounting policies and practices of the District; and

6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

LEGAL REFS: 2 C.F.R. §§200.302; 200.303; 200.305; 200.327; 200.328; 200.403; 200.430;
200.431

Adopted: December 15, 2016

BOARD OF EDUCATION

POLICIES

CHAPTER IX

COMMUNITY RELATIONS

COMMUNITY RELATIONS PROGRAM

The Superintendent shall direct an information program designed to inform the community of the achievements and needs of the schools. The information program shall include at a minimum annual reports of school progress for each school and a regularly updated website.

To these ends, the community relations program shall encourage stakeholder participation in and support of the educational program and shall endeavor to achieve the following goals:

- A. To develop stakeholder understanding of the school system in all aspects of its operation.
- B. To determine how the stakeholders feel about the school system and what it wishes the school system to accomplish.
- C. To develop stakeholder understanding of the need for adequate financial support for a sound educational program.
- D. To help stakeholders assume a more direct responsibility for the quality of education the school system provides.
- E. To earn the good will, respect, and confidence of the stakeholder in the personnel and services of the school system.
- F. To bring about stakeholder understanding of the need for improvement and what must be done to facilitate essential change in the school system.
- G. To involve stakeholders in the work of the Board of Education and the solving of its educational problems.
- H. To invite the assistance, cooperation, and understanding of elected and appointed officials and committees in the development of educational programs and facilities.
- I. To promote a genuine spirit of cooperation between the Board and the community in sharing leadership for the improvement of the community.

PARENTAL INVOLVEMENT IN EDUCATION

The Board of Education believes that parent/guardian involvement is an important part of the educational program.

All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children, and such persons will be informed of the following:

- A. The importance of the involvement of parents and foster caregivers in directly affecting the success of their children's or foster children's educational efforts;
- B. How and when to assist their children or foster children in and support their children's or foster children's classroom learning activities;
- C. Techniques, strategies, and skills to use at home to improve their children's or foster children's academic success and to support their children's or foster children's academic efforts at school and their children's or foster children's development as future responsible adult members of society.

PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan from each school being served contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The following guidelines describe what should be included in the Title I plan:

- A. Parents are to be involved in the program, including their participation in the development of the plan.
- B. Meetings shall be conducted with parents including provisions for flexible scheduling and whatever assistance the district may be able to provide parents in order to better ensure their attendance at meetings.
- C. Meetings shall include review and explanation of the curriculum, means of assessments, and the achievement levels students are expected to attain and maintain.
- D. Parents shall be provided opportunities to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan.
- E. Parents shall be involved in the planning, review, and improvement of the Title I program.
- F. Parents shall be assisted in providing help to their children in achieving the objectives of the program.
- G. Other activities will be conducted as appropriate to the plan.

This policy shall be updated as needed.

SCHOOL VISITORS

Visitors to the schools are welcomed. However, the district's educational program is not to be disturbed by such visitors. Board of Education members will also be required to adhere to this Policy. Therefore, the following rules are in effect:

- A. No person shall trespass or loiter in any school building of this district or on the grounds thereof or on other grounds owned or used by the school district.
- B. All persons entering a school building shall immediately report their presence to the building office. The principal shall require all visitors to properly identify themselves.
- C. Any parent wishing to visit a school/classroom which his or her child attends may do so only by making prior arrangements with the building principal. Arrangements must be made at least one school day in advance. A class may occasionally be involved in an activity, such as the administration of standardized examinations, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions, the principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.
- D. In the event a person who is not a parent of a child attending the particular school desires to visit a particular classroom or classrooms, this wish should be communicated to the principal prior to the visitor's arrival at the school. If for any reason the visit would interfere with the program planned for the classroom in question on the day of the proposed visit, the principal shall advise the proposed visitor of the scheduling problem, and shall at that time, arrange a definite day of visitation. In the event a person who is not a parent arrives at a particular school, not having made advance arrangements as set forth herein, whether he or she shall be permitted to visit the school or classroom shall be at the discretion of the principal.
- E. A teacher shall not admit a visitor to his or her classroom unless the visitor is either accompanied by the principal or some person designated by the principal, or presents to the teacher approved identification.
- F. While visiting in a classroom under the aforementioned conditions, a visitor shall not interrupt the class in any way, nor speak to or disturb the children. Use of audio or visual equipment to record class activities is prohibited unless approved by the principal. If the visitor desires to ask questions of or to confer with the teacher, he or she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.

- G. In order not to unreasonably interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom.
- H. When a visitor leaves the classroom, unless otherwise arranged with the principal's office, he or she will return directly to the principal's office, and promptly leave the building.
- I. A parent having more than one child in the same school may visit each child's classroom, proceeding from one class to the other. In the event a visitor who is not a parent desires to visit more than one classroom in a building the principal may require that he or she return to the principal's office after visiting each classroom in order that he or she may be directed to the next classroom he or she desires to visit, and to enable the principal's office to have full knowledge at all times of the number and whereabouts of visitors in the building.
- J. The Superintendent or principal shall have complete authority to exclude from the school premises any persons whom he or she has reason to believe are disruptive to the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act. If the person refuses to leave, the Superintendent or principal may summon assistance from the appropriate law enforcement agency.

Rules regarding the entry of persons upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, a sign shall be posted in a conspicuous location in each building and on each parcel of real property owned or controlled by the Board stating the following:

“Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon, dangerous ordnance, or an object indistinguishable from a firearm onto these premises or into a school safety zone.”

ORGANIZATIONS SUPPORTING EDUCATION

The Board of Education may offer the opportunity for any authorized school support entity to purchase coverage under the district's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer.

District support organizations are encouraged to obtain not-for-profit tax exempt status from the Internal Revenue Service (IRS), and to comply with the fund-raising and financial disclosure requirements of the IRS, the Ohio Attorney General, the Ohio Secretary of State, and the Board.

Any organization not established by the Board must request permission from the Superintendent to use the district's name or emblem or claim affiliation with the district. Permission may be withdrawn by the Superintendent at any time if the Superintendent determines that the organization is acting inappropriately or not in the interests of the district. The determination to grant permission to use the district's name or claim affiliation with the district or the withdrawal of such permission may be appealed to the Board.

No district support organization shall be permitted to build, construct, renovate, place, or install any building, playground equipment, or any other structure or equipment on school district property without the approval of the Board. Any such building, equipment, or structure shall become the property of the Board upon completion of the construction, renovation, or installation.

GIFTS, GRANTS AND DONATIONS

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. It recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program. It shall be the general policy of the district to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures. The Board may accept any gift or grant of land with or without improvement, and of money or other personal property, and acknowledge the purpose, if any, for which the gift was made.

The Board reserves the right to refuse to accept any gift when the conditions and stipulations connected with it deprive the Board of control of the gift or when ownership would tend to deplete the resources of the district.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board and is subject to the same controls and regulations as are other properties of the Board.

Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent for Board consideration and approval.

Because of differences in economic resources available to the various schools, and for other reasons, the purchase of equipment on a matching fund basis, (part of cost provided by an individual or organization and part by the Board from public funds) must receive the prior approval of the Superintendent and the Board.

Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.

A list of supplies and equipment contributed primarily for school use should be reported to the Board by the Superintendent or designee.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

EMERGENCY CLOSINGS

The Superintendent, or in his/her absence the Administrative Assistant, or the Director of Operations is empowered to close the district schools, utilize a two-hour delay, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health and safety of students and personnel. While it may be prudent, under certain circumstances to excuse all students from attending school, to delay the opening, or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of children:

- A. Weather conditions, both existing and predicted.
- B. Driving, traffic and parking conditions affecting public and private transportation facilities.
- C. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
- D. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

Students, parents, and staff will be informed early in each school year of the procedures which will be used to notify them in case of emergency closing. When the district schools are closed for emergency reasons, staff members will comply with administrative regulations and collective bargaining agreements for reporting for work.

COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education subscribes to the philosophy that the public schools are owned and operated by and for its patrons and that the schools are an integral part of the community. To this end, the Board of Education encourages the public use of school facilities. Authorization for the use of school facilities shall not be considered an endorsement of, or approval of, the activity, group or organization nor the purposes they represent.

Organizations or groups desiring to use school facilities must file, in writing, at the office of the principal of the school in which the facility is located an application stating:

- A. Name of organization;
- B. Date(s) desired;
- C. Hour(s) desired;
- D. Purpose;
- E. Attendance expected;
- F. Equipment needed; and
- G. Name of the person applying and responsible for the meeting

This application must be filed at least fourteen (14) days prior to the date of use.

If the purpose of the meeting is in accordance with policies of the Board, a permit is issued and the scheduled rental fee is collected.

Regular school organizations growing out of the educational program of the school have priority for the use of school facilities. School organizations considered part of the educational program include class activities, extracurricular clubs, athletics, chorus, band and other activities that are recognized by the Board as school activities.

Conditions Governing Use of School Facilities

- A. Organizations renting facilities from the Board of Education are responsible for leaving areas rented in good condition at the end of an event. Charges are incurred at the full custodial rate for rental space that is not left in the appropriate condition.
- B. A custodian or representative of the Board must be on duty whenever a school building is used by an organization or group. The school custodian is present as a representative of the school for the purposes of security, inspection and observation, and has the authority to eject unruly persons. His/her services are not at the disposal of the sponsor unless so directed by the building principal.

- C. No out-of-school group shall begin its activities until school is dismissed.
- D. On days when school is closed because of snow or other calamity, all activities scheduled for that day shall be cancelled or postponed.
- E. Building use is not permitted for private individuals or family affairs. Buildings are reserved for community use only.
- F. Fire and safety regulations of the Board, the local community and the state of Ohio must be followed at all times.
- G. No group, under any circumstances, shall tamper with any electrical or heating controls.
- H. The kitchen shall not be used by any group unless special arrangements have been made with the building principal.
- I. There shall be no smoking in any part of a building.
- J. The Board reserves the right to require groups using the building to post a cash bond to cover any damages that might be done to any property, equipment or grounds.
- K. The procedure for use of the football stadium will follow the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient police protection and adult supervision.
- L. Adequate supervision of participants and security of the facilities are responsibilities of the permit holder as approved by appropriate school officials. The activity must be under competent adult supervision at all times. Small children are to be supervised at all times and are only permitted in areas designated in the building permit.
- M. Use of tobacco in any form and possession and use of intoxicants or habit-forming drugs are prohibited in school facilities and on school grounds. Individuals under the influence of intoxicants or drugs will be asked to leave the building.
- N. No materials, refreshments, soft drinks or similar items shall be sold or distributed on school property unless permission has been granted when making arrangements for use of the property and facilities.
- O. If deemed necessary, the principal may require the group using the building to provide supervision in the parking lots and building.
- P. The Superintendent has the authority to refuse use of any school facilities and cancel any prior commitments to any group that abuses the use of the building. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained

in this regulation, the judgment of the Superintendent or designee concerning such controversy or dispute shall be final.

Q. Priority for use of facilities is:

1. School educational program.
2. School youth activities.
3. School-related groups.
4. Community youth groups.
5. Community groups.

R. The Superintendent has the authority to negotiate rates for extended use of building facilities by a group.

S. The Superintendent has the authority to cancel or make changes in building usage if it is in the best interests of the Harrison Hills Schools.

T. A permit is not transferable.

Nonschool Use of Buildings and Grounds

Organizations or groups desiring to use school facilities must file with the school principal at least fourteen (14) days prior to the date of use an application stating the name of the group or organization, purpose of the meeting, facilities desired, date and hours to be used, attendance expected, equipment needed and the name, address and telephone number of the person responsible for the meeting.

Student Use of Buildings and Grounds

Most school facilities are available free of charge for all Harrison Hills Schools-sponsored student clubs and extracurricular activities. The faculty sponsors of such clubs and activities are to make arrangements for use of the building through the building principal. When it is necessary to use the facilities on days or during hours when school is not in session, a building request form must be submitted for approval.

Use of Buildings and Grounds by School-related Adult Groups

Most school facilities are available free of charge to Parent-Teacher Association units, athletic, academic, booster and extracurricular groups, and the After-Prom committee for regular meetings, Board meetings, and ways and means projects. They are also available free of charge for regular meetings of such school-related organizations.

Arrangements for such use must be made with the building principal at least fourteen (14) days prior to the date of use.

Sunday Use of Buildings and Grounds

School buildings, facilities and grounds are not available prior to 1:00 p.m. for Sunday use by school or nonschool groups or organizations without the approval of the Superintendent. Written requests for such use must be forwarded to the Superintendent's office at least thirty (30) days before the date of use. Athletic fields and school playgrounds are not available for school and nonschool use on Sundays for activities that would be objectionable to nearby residents.

Restrictions on the use of School Facilities

No school facility shall be used for any of the following purposes:

- A. Programs that involves any form of gambling;
- B. Fund-raising activities unless the proceeds thereof are used for public school purposes or for approved educational, charitable, religious or similar community welfare purposes; or
- C. Promotion of religious or racial prejudice, or for any purpose contrary to the democratic way of life.

The following facilities and/or equipment shall not be available for nonschool use:

- A. Libraries;
- B. Science laboratories;
- C. Computer labs;
- D. Industrial arts labs;
- E. Musical instruments (except piano);
- F. Teacher's lounge;
- G. Offices;
- H. Art rooms;
- I. Weight room;
- J. Concession stands; and
- K. High School Football Field.

Kitchen areas may be rented without kitchen staff costs if a member of the organization has been trained in the use of the kitchen. Charges will be incurred at the full custodial rate if the kitchen is not left in the appropriate condition.

Any exception must be approved by the Superintendent or his/her designee.

Damage to School Facilities

Any organization or group using school facilities is responsible for any damage done to these facilities, and held liable and responsible to the Board or its designated agent for the total amount of the damages. No school facility is rented for any purpose in which any suspicion of major damage can be anticipated.

It is agreed that, as a condition for using the property, the renter shall provide the Board with evidence that there is general liability insurance, including contractual liability, in place that will apply to the renter's use of the property and will hold the Board harmless. Minimum acceptable limits of liability shall be \$1,000,000.00 per occurrence. This requirement may be waived by the Superintendent.

Fees for the Rental of School Property

The rental rates for the school facilities are according to the schedule available at the Board of Education Office.

LEGAL REFS: O.R.C. §§3313.75; 3313.76; 3313.77; 20 U.S.C. §4071 et seq.

Adopted: November 17, 2016

Harrison Hills City School District

730 Peppard Ave., Cadiz, OH 43907

(740) 942-7800

RENTAL AGREEMENT/WAIVER OF CLAIMS

APPLICATION FOR USE OF FACILITIES

I. 1. **Name of person making request** _____

2. **Address** _____
P. O. Box Street City Zip

3. **Telephone Number** (____) _____ - _____

4. **Organization representing** _____

II. 1. **Facility Requested** _____

2. **Date(s) Requested:** _____

3. **Time(s) Requested:** _____

4. **Purpose for which facility will be used:** _____

5. **Rate:** _____

Approved _____

Building Principal

This agreement made and concluded at Hopedale, Ohio on this _____ day of _____, 20__ by and between the Board of Education of the Harrison Hills City School District, and _____.

The Board of Education holds their meetings on _____. Please have this form filled out the week prior to the Board meeting for approval.

Classroom:	\$10.00 per hour.
Classroom when rented with other facilities:	\$ 5.00 per hour.
Cafeteria (lunchroom only)	\$10.00 per hour.
Cafeteria (Utilizing appliances)	\$35.00 per hour.
Auditorium	\$25.00 per hour
Gymnasium	\$25.00 per hour

(Revised 02-04)

Said Board of Education agrees to the use of the above described property by said Renter on the date(s) indicated, at the price set forth, and under the conditions listed in the Policies of the Board which are incorporated herein by reference: Payment to be made promptly within (30) days after use. Make check payable to the **Treasurer of Harrison Hills City School District Board of Education, 730 Peppard Ave. Cadiz, OH 43907.**

Conditions:

1. The Board of Education reserves the right to cancel this agreement if the need arises or if the agreement is found to be a violation of State or local regulations.
2. The use of property for school purposes shall have priority.
3. School property will not be used for any unlawful purpose.
4. The renters shall keep the property in its original condition.
5. The renter shall indemnify, save and hold harmless the Harrison Hills, its agents and employees from all liability claims, demands, damages, or costs, for or arising from the use of the facilities/properties of the Harrison Hills City Board of Education whether it be caused by negligence of the indemnitor or the Harrison Hills City Board of Education or either party's agents, or employees or otherwise.
6. The Board of Education shall not be responsible or liable to me or my guest(s) for articles lost or stolen nor shall it be liable for loss or damage of any property, including automobiles and their content.
7. The Board of Education may require all groups using school facilities to have liability insurance with the district named as an additional insured. A copy of that certificate of insurance plus a copy of the additional insured endorsement must be provided when requested.

Witness:

Signed in the Presence of:

Renter:

Signature

Date

Address

City

State Zip

Date

The Board of Education of Harrison Hills City School District.

President

Treasurer

SCHOOL VOLUNTEERS

The Board of Education recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- A. Assist employees in providing more individualization and enrichment of instruction;
- B. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process; and
- C. Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type, except for liability protection as provided by state law.

Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel allotment.

Volunteers will work with students under the immediate supervision and direction of a school employee.

Volunteers entering a school building shall immediately report their presence to the building principal. The principal shall require all volunteers to properly identify themselves.

Volunteers

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent or designee shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. She/he shall not be obligated to make use of volunteers whose abilities are not in accord with district needs.

The Superintendent or designee is to inform each volunteer that she/he:

- A. Is required to abide by all Board policies and district guidelines while on duty as a volunteer;

- B. Will be covered under the district's liability policy but the district can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. Will be asked to sign a form releasing the district from any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services; and
- D. Will be required to provide a set of impressions of the volunteer's fingerprints for the purpose of conducting a criminal records check.

The Superintendent shall also ensure that each volunteer is properly informed of the district's appreciation for his/her time and efforts in assisting in the operation of the schools.

VOLUNTEER RELEASE FORM

I have offered my services as a volunteer to help the Harrison Hills City School District in the following areas:

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District’s liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers’ compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to have each volunteer undergo fingerprinting and successfully pass a BCI criminal check.

Volunteer’s Signature

District Witness

Date

BUSINESS ADVISORY COUNCIL

The Board shall appoint a Business Advisory Council whose membership and organization shall be determined by the Board.

This Council advises and provides recommendations to the Board on matters specified by the Board, including, but not necessarily limited to, the delineation of employment skills, the development of curriculum to instill these skills, changes in the economy and in the job market and the types of employment in which future jobs are most likely to be available. This Council also makes suggestions for developing a working relationship among businesses, labor organizations and educational personnel in the district. Meetings of the Business Advisory Council to the Board fall under the auspices of the Sunshine Law.

BOARD OF EDUCATION

POLICIES

CHAPTER X

MISCELLANEOUS

PERSONAL INFORMATION SYSTEMS

The Board of Education shall maintain from time to time personal information systems which relate to students, teachers or other employees. The guidelines for the operation of such personal information systems are as follows.

A. Operation of a System

1. The Superintendent or designee shall be directly responsible for the operation of all personal information systems.
2. Every employee who has any responsibility for the operation or maintenance of a system or the personal information contained in a system shall receive a copy of these rules and regulations and shall conduct themselves in accordance with them as well as the provisions of O.R.C. Chapter 1347.
3. The purpose of these rules is to assure that the personal information within a system is used as authorized and that the subject of any information is aware of the information and is able to challenge its presence within the system.
4. Any employee who initiates or otherwise contributes to any disciplinary or other punitive action against any individual who gives evidence of unauthorized use of information contained in the system shall be subject to the disciplinary measures of the district which can include suspension and/or termination of their employment.

B. Personal Information in a System

1. Any person who is asked to supply personal information for a system shall be advised that they may refuse to supply the requested information unless there is a legal requirement that they provide the information, in which case, they shall be advised of that requirement.
2. The personal information collected, maintained, and used within a system shall be necessary and relevant to the numerous functions of the school district as required or authorized by statute, regulation or rule or necessarily inferred from those sources.
3. Personal information which is no longer necessary and relevant to those functions shall be eliminated from a system at the earliest opportunity in accordance with the Ohio Revised Code.
4. The personal information in a system shall be used in a manner consistent with the purpose of the system and functions of the school district.

C. Access to Personal Information

1. Any person who is the subject of the personal information system or his/her legal guardian or representative with a signed authorization from the person shall have the ability to inspect the personal information in the system relating to said person at reasonable business hours by arranging a prior appointment.
2. Copies of personal information documents may be obtained upon the payment of reasonable reproduction costs.
3. Except for those employees who, as part of their job responsibility, have access to a personal information system from time to time, all persons who have access to a personal information system shall be required to note their name and any other information requested by the Superintendent or designee in a manner prescribed by the Superintendent or designee.
4. The provisions of this policy and the existence of a personal information system shall not prohibit the release of public records or the disclosure of personal information in a public record as provided in O.R.C. §149.43, except that the access to any student information shall be limited only to directory information in accordance with O.R.C. §3319.321 and the Family Educational Rights and Privacy Act and any rules, regulations or policies adopted by the Board of Education thereunder.
5. The release of personal information to members of the general public which is contained within a public record is not an improper use of personal information.

D. Dispute of Personal Information

1. If any person disputes the accuracy, relevance, timeliness, or completeness of personal information relating to him/her and maintained by the school district, said person may request an investigation of the current status of the information by filing a written request with the Superintendent or designee.
2. Upon receipt of the investigation request, the Superintendent or designee shall, within a reasonable time, but not later than ninety (90) days after receipt, conduct a reasonable investigation to determine whether the disputed information is accurate, relevant, timely and complete.
3. The Superintendent or designee shall present the results of the investigation in writing to the Board with a copy of said report being furnished to the disputant.
4. The Board shall, after receipt of the investigation report, decide what action it intends to take regarding the disputed information and shall notify the disputant of its action.

5. Any personal information that the Board, through this investigation process, cannot verify or finds to be inaccurate, shall be deleted from the system in accordance with the Ohio Revised Code.
6. If the disputant is not satisfied with the determination and action of the Board, the disputant shall be permitted to place a brief statement of his/her position within the system consisting of not more than one hundred (100) words.
7. Any statement of dispute shall be included in any subsequent transfer, report, or dissemination of the disputed information and, if the Board or the Superintendent believes the statement of dispute to be frivolous or irrelevant, a statement of that belief may also be included.
8. If any information is deleted because the Board found the information to be unverified or irrelevant, or if a statement of dispute has been filed, upon written request of the disputant, notice of such a deletion or a copy of the disputed statement shall be sent to any person specifically designated by the disputant; however, such person shall be someone who is reasonably aware of the existence of the disputed information.
9. The disputant shall be notified of this right to make such a request in a clear and conspicuous manner such as on the notice of the Board's action.

LEGAL REFS: O.R.C. §1347.05

Adopted: November 17, 2016

HIPAA PRIVACY POLICY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended from time to time, including by the Health Information Technology for Economic and Clinical Health Act (the HITECH Act), grants individuals the right to receive notice of the uses and disclosures of their Protected Health Information that may be made by the Participating Member in the Jefferson Health Plan (the Plan, fka the OME-RESA Health Benefits Program) on behalf of the Plan and sets forth the individual's rights and the Participating Member's legal obligations with respect to Protected Health Information. The purpose of this policy is to assist the Participating Member in complying with the HIPAA privacy standards, to ensure that individuals receive adequate notice of the Participating Member's practices with regard to the dissemination and use of Protected Health Information, and to protect the confidentiality and integrity of Protected Health Information.

Definitions

For the purposes of this policy, the following definitions shall apply:

Individually Identifiable Health Information is a subset of health information, including demographic information collected from an individual and is created or received by a health care provider, health plan, employer, or health care clearinghouse; and relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual; and identifies the individual, or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Protected Health Information or PHI is Individually Identifiable Health Information that is transmitted by electronic means; maintained in any electronic medium, such as magnetic tape, disc, or optical file; or transmitted or maintained in any other form or medium, such as paper, verbal, email, or fax.

Covered Functions are those functions of the Plan's Participating Member, the performance of which, makes the Participating Member a health plan, health care provider, or health care clearinghouse.

Designated Record Set is a group of records maintained by or for the Participating Member that is medical records and billing records about individuals maintained by or for a covered health care provider; the enrollment, payment, claims adjudication, and case or medical management systems maintained by or for a health plan; or used in whole or in part by or for the Plan and/or the Participating Member to make decisions about individuals.

Business Associate is a person or entity that provides certain functions, activities, or services for or on behalf of the Plan and/or the Participating Member involving the use and/or disclosure of Protected Health Information.

Participating Member is a political subdivision of the State of Ohio that participates in the Plan.

Plan is a regional council of governments formed pursuant to Ohio Revised Code Chapter 167 to provide a partially self-funded benefit program for any political subdivision wishing to provide health care and related benefits to employees and dependents covered under the Member's benefit plans and whose governing body has authorized participation in the Plan.

Confidentiality of Individually Identifiable Health Information

All officers, employees, and agents of the Participating Member shall preserve the confidentiality and integrity of Individually Identifiable Health Information pertaining to any individual. Individually Identifiable Health Information is Protected Health Information and shall be safeguarded to the extent possible in compliance with the requirements of the security and privacy rules and standards established by HIPAA.

The Participating Member and its officers, employees, and agents will not use or disclose an individual's PHI for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists, or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual. All uses or disclosures of PHI will be limited to the minimum amount necessary to accomplish the stated purpose or will be in conformity with such other restrictions as the Participating Member may have agreed to.

All officers, employees, and agents of the Participating Member are expected to comply with and cooperate fully with the administration of this policy. The Participating Member will not tolerate any violation of the HIPAA privacy or security standards or this policy. Any such violation shall constitute grounds for disciplinary action up to and including termination of employment.

Any officer, employee, or agent of any Participating Member who believes that there has been a breach of these privacy and security policies and procedures or a breach of the integrity or confidentiality of any person's PHI shall immediately report such breach to his or her immediate supervisor or the formally appointed Privacy Officer. The Privacy Officer shall conduct a thorough and confidential investigation of any reported breach and notify the complainant of the results of the investigation and any corrective action taken.

The Participating Member will not retaliate or permit reprisals against any employee who reports a breach to the integrity or confidentiality of PHI. Any employee involved in retaliatory

behavior or reprisals against another individual for reporting an infraction of this policy shall be subject to disciplinary action up to and including termination of employment.

Security Provisions

The Participating Member shall take reasonable steps to limit the use and/or disclosure of and requests for PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure or request and to determine the extent to which various classifications of employees need access to such information. The Participating Member shall also implement reasonable administrative, technical, and physical safeguards to protect Individually Identifiable Health Information from any intentional or unintentional use or disclosure and that mitigate, to the extent practicable, any harmful effect that is known to the Participating Member as a result of a use or disclosure of PHI in violation of this policy or the HIPAA privacy and security standards. The Participating Member's security measures shall include the following:

- A. Administrative procedures to guard data integrity, confidentiality, and availability, including documented, formal practices to manage the selection and execution of security measures to protect data and to manage the conduct of personnel in relation to the protection of data;
- B. Physical safeguards to protect data integrity, confidentiality, and availability including the protection of physical computer systems and related buildings and equipment from fire and other natural and environmental hazards and from intrusion and the use of locks, keys, and other administrative measures to control access to computer systems and facilities;
- C. Technical security services to protect data integrity, confidentiality, and availability including processes put in place to protect information and to control individual access to information;
- D. Technical security mechanisms including processes put in place to protect against unauthorized access to data that is transmitted over a communications network; and
- E. The optional use of an electronic digital signature.

Mitigating the Effects of Unauthorized Use or Disclosure

If the Privacy Officer determines that there has been a breach of this privacy policy or the procedures of the Participating Member, he/she shall make a determination of the potential harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure shall be referred to the Participating Member's designee for appropriate disciplinary action and additional training, if applicable.

If the Privacy Officer or a Business Associate determines that there has been a breach of unsecured PHI, as defined in the HITECH Act, the Participating Member and/or the Business Associate shall provide the required breach notifications to impacted individuals, the media and the Secretary of Health and Human Services, as necessary and required.

Use or Disclosure of Protected Health Information

The Participating Member may use and disclose PHI, without the written consent of the individual or his/her authorized representative, both within and outside of the Participating Member's jurisdiction, for the following purposes:

- A. Treatment: The provision, coordination, or management of health care, health care services or supplies related to an individual and related services by or among providers, providers and third parties, and referrals from one provider to another.
- B. Payment: Activities undertaken by a health plan to obtain premiums or determine responsibility for coverage, or activities of a health care provider or health plan to obtain reimbursement for the provision of health care. Payment activities include, but are not limited to, billing, claims management, collection activities, eligibility determination, and utilization review.
- C. Health Care Operations: Activities of the Plan and/or the Participating Member to the extent such activities are related to Covered Functions including quality assessment and improvement activities; credentialing health care professionals; insurance rating and other insurance activities related to the creation or renewal of a contract for insurance (provided, however, if PHI is disclosed for underwriting purposes, no genetic information will be used or disclosed for this purpose); conducting or arranging for medical review, legal services and auditing functions, including compliance programs; business planning such as conducting cost-management and planning analyses to managing and operating the Participating Member including formulary development and administration, development, improvements for methods of payment or coverage policies; business management and general administration activities; due diligence in connection with the sale or transfer of assets to a potential successor in interest if the potential successor is a covered entity or will become a covered entity; consistent with privacy requirements, creating de-identified health information, fundraising for the benefit of the covered entity and marketing for which an individual authorization is not required.
- D. As required by law.
- E. For public health activities.
- F. About victims of abuse, neglect, or domestic violence.

- G. To health oversight agencies in connection with health oversight activities.
- H. For judicial and administrative proceedings.
- I. For law enforcement purposes.
- J. Regarding decedents to coroners, medical examiners, and funeral directors.
- K. For research if a waiver of authorization has been obtained.
- L. To prevent serious and imminent harm to the health or safety of a person or the public.
- M. For specialized governmental functions.
- N. Military and veterans' activities.
- O. National security and intelligence.
- P. Protective services for the President and others.
- Q. To the Department of the State to make medical suitability determinations.
- R. To correctional institutions and law enforcement officials regarding an inmate.
- S. Workers' compensation if necessary to comply with the laws relating to workers' compensation and other similar programs.

Prior to releasing any PHI for the purposes set forth above, the Participating Member's representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials, or other relevant forms of identification or verification.

Authorization

The Participating Member shall not disclose PHI for purposes other than those set forth above without a valid authorization. A valid authorization is a document signed by the individual that gives the Plan and/or Participating Member permission to use specified health information for a specified purpose and time frame. The Participating Member shall not condition the provision of treatment, payment, enrollment in the Plan, or eligibility for benefits on an individual's provision of authorization except:

- A. The Participating Member may condition the provision of research-related treatment on the provision of an authorization.
- B. The Plan may condition enrollment or eligibility for benefits on the provision of an authorization requested by the Plan prior to enrollment.
- C. The authorization is sought for the Plan's eligibility or enrollment determinations relating to the individual or for its underwriting or risk rating determinations.
- D. The Participating Member may condition the provision of health care that is solely for the purpose of creating PHI for disclosure to a third party on the provision of an authorization for the disclosure of the PHI to the third party.

To be valid, an authorization shall contain at least the following elements:

- A. A description of the information to be used or disclosed that identifies the information in a specific and meaningful fashion;
- B. The name or other specific identification of the person(s) or class of person(s) authorized to make the requested use or disclosure;
- C. The name or other specific identification of the person(s) or class of person(s) to whom the Plan and/or the Participating Member may make the requested use or disclosure;
- D. An expiration date or an expiration event that relates to the individual or the purpose of the use or disclosure;
- E. A statement of the individual's right to revoke the authorization in writing and the exceptions to the right to revoke together with a description of how the individual may revoke the authorization;
- F. A statement that information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient and no longer be protected by this rule; and
- G. Signature of the individual and date and, if the authorization is signed by a personal representative of the individual, a description of such representative's authority to act for the individual.

In addition to the requirements set forth above, an authorization requested by the Plan and/or the Participating Member for its own use of the PHI that it maintains, must comply with the following additional requirements:

- A. A statement that the Plan and/or the Participating Member will not condition treatment, payment, enrollment in the Plan, or eligibility for benefits upon the individual's provision of authorization for the requested use;
- B. A description of each purpose of the requested use or disclosure;
- C. A statement that the individual may inspect or copy the PHI to be used or disclosed and refuse to sign the authorization; and
- D. If the disclosure of the requested information will result in direct or indirect remuneration to the Plan and/or the Participating Member from a third party, a statement that remuneration will result.

The Plan and/or the Participating Member shall provide the individual with a copy of the signed authorization.

An authorization for the use or disclosure of PHI may not be combined with any other document to create a compound authorization.

An authorization is not valid if the document submitted has any of the following defects:

- A. The expiration date has passed or the expiration event is known to have occurred;
- B. Any required element is missing or has not been filled out;
- C. The authorization is known to have been revoked;
- D. The authorization has been improperly combined with another document;
- E. The Plan and/or the Participating Member has violated the rules on making the authorization a condition; or
- F. Any material information in the authorization is known to be false.

An individual may revoke an authorization at any time, provided the revocation is in writing.

Rights Related to Protected Health Information

Individuals shall have the following rights with regard to their PHI:

- A. Access. Individuals shall have the right to access their own PHI that is maintained in a Designated Record Set of the Plan, the Participating Member and its Business Associates.

- B. Restrictions. Individuals shall have the right to request restrictions on how the Participating Member will use or disclose the individual's own PHI for treatment, payment or health care operations and how the individual's information will be disclosed or not disclosed to family members or others involved in the individual's care. The Participating Member shall comply with the individual's reasonable request to receive communications of PHI by alternative means or at alternative locations.
- C. Amendment. Individuals shall have the right to amend erroneous or incomplete PHI unless the information:
1. Was not created by the Participating Member;
 2. Is not in a Designated Record Set or is not otherwise available for inspection;
 3. Is accurate and complete; or
 4. Is not subject to the right of access.

A request to amend PHI must be submitted to the Privacy Officer in writing. The Privacy Officer shall review the request and respond in writing within thirty calendar days. If a request to amend is denied, the individual may appeal the denial using the complaint procedure set forth in this policy. The denial must be written in plain language and contain:

- The basis for the denial;
- A statement of the individual's right to submit a written statement disagreeing with the denial and how it may be filed;
- A statement that if the individual does not submit a statement of disagreement, his/her right to request that the request for amendment and its denial be provided with any future disclosure of the PHI that is the subject of the request for amendment;
- A description of how the individual may appeal the denial; and
- The right of the Participating Member to reasonably limit the length of the statement of disagreement.

The Participating Member may also choose to prepare a written rebuttal to the statement of disagreement and provide a copy to the individual. All of the statements related to the amendment denial shall become part of the individual's Designated Record Set and shall be linked to the individual's PHI.

- D. Accounting. Individuals shall have the right to an accounting of disclosures of their own PHI that is maintained in a Designated Record Set of the Participating Member and its Business Associates. Such accounting can include a period of six years prior to the request.

The Plan and/or the Participating Member may adopt corresponding policies and procedures, including necessary forms, to implement and administer these participant rights.

Business Associates

The Participating Member, its officers, employees, and agents shall not disclose PHI to any Business Associate in the absence of a written contract with the Business Associate that assures that the Business Associate will use the information only for the purposes for which it was engaged by the Participating Member; will safeguard the information from misuse; and will assist the Participating Member in complying with its duties to provide individuals with access to health information about them and a history of certain disclosures. The Participating Member shall disclose PHI to a Business Associate for the sole purpose of assisting the Participating Member in completing healthcare functions, not for the independent use by the Business Associate.

The Participating Member shall enter into a contract with each Business Associate, which shall be a document separate from the service agreement, if any. The Privacy Officer shall be responsible for managing all Business Associate contracts and ensuring that they are current and in compliance with the requirements of this policy and HIPAA. Under the contract, the Business Associate shall be obligated to notify the Privacy Officer when unauthorized uses and/or disclosures of PHI have occurred in the Business Associate's organization. The Privacy Officer will take appropriate steps to address the violation up to and including termination of the business associate contract.

However, the Participating Member shall not be liable for privacy violations of a Business Associate or its subcontractors, if any, and the Participating Member is not required to actively monitor or oversee the means by which a Business Associate carries out safeguards or the extent to which a Business Associate abides by the requirements of the contract.

Privacy Officer

Unless otherwise appointed in writing, the Treasurer shall be the Privacy Officer for the Participating Member. The Privacy Officer will be responsible for overseeing all ongoing activities related to the development, implementation, maintenance, and adherence to the Participating Member's policies and procedures concerning the security and privacy of PHI.

Complaint Procedure

The following procedure shall be used for the processing of complaints regarding the collection, use, management, disclosure, or amendment of PHI:

Step 1 – A written complaint must be submitted to the Privacy Officer. A complaint can also be made directly to the Secretary of Health and Human Services. Upon receipt of a complaint, the Privacy Officer will review the complaint, conduct any necessary investigation, and provide the complainant with a written disposition within ten working days.

Step 2 – The disposition of the Privacy Officer may be appealed by the complainant to the Superintendent or designee within ten working days of receipt of the disposition of the Privacy Officer. The Superintendent or designee shall meet within ten working days with the complainant, the Privacy Officer, and any other necessary individuals. The Superintendent or designee will respond in writing to the complainant within ten working days following the meeting.

Step 3 – If the complaint is not satisfactorily resolved, a written appeal may be made to the Board of Education within ten working days of receipt of the Superintendent's decision. The Board of Education will meet with the complainant at its next regular meeting and provide a written response to the complaint no later than the following regular meeting.

Notice of Privacy Practices

The Participating Member shall distribute a Notice of Privacy Practices to individuals at the time of their enrollment in the Plan and within sixty days of any material revision. The notice shall also be posted in a clear and prominent location in each facility of the Participating Member and be available electronically and/or printed in staff handbooks and the health plan booklet. The Participating Member will also notify individuals covered by the Plan of the availability of and how to obtain the notice at least once every three years. The notice shall adequately inform individuals of their rights to:

- A. Request restrictions on certain uses and disclosures of PHI;
- B. Request the communication of confidential information by some reasonable alternative means or at an alternative location;
- C. Inspect and copy records or receive a summary of specific information;
- D. Request that PHI be amended;
- E. Request an accounting of certain disclosures of PHI; and

- F. Receive a paper copy of the notice upon request.

Training

All employees and Business Associates shall receive training regarding the Participating Member's privacy policies and procedures as necessary and appropriate to carry out their job duties as they may relate to the administration of the Plan. Training shall also be provided when there is a material change in the Participating Member's privacy practices or procedures.

Documentation

Documentation shall be maintained in support of the policies and procedures of the Participating Member, consistent with the parts of HIPAA's privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations and complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years from the date of creation or from the date when it was last in effect, whichever is later.

NOTICE OF PRIVACY PRACTICES
Effective Date: _____, 2013

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have any questions about this notice, please contact, the Treasurer, at (740) 942-7800.

Who Will Follow the Requirements of This Notice. This notice describes the Jefferson Health Plan (formerly OME-RESA) Participating Member’s practices and those of its employees (who are responsible for the operation and administration of the Participating Member in the Jefferson Health Plan) and its business associates with regard to the Jefferson Health Plan. The Jefferson Health Plan, the employees of the Participating Member and the business associates (as described above and referred to as “we” or “us” in this notice) may share medical information with each other for the purposes of treatment, payment, or other operations of the Jefferson Health Plan as described in this notice.

Privacy of Health Information. We understand that medical information about you and your health is personal. This notice will tell you about the ways in which we may use and disclose medical information about you. We will also describe your rights and certain obligations that we have regarding the use and disclosure of medical information. We are required by law to:

- Assure the medical information that identifies you is kept private;
- Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- Follow the terms of the notice that is currently in effect.

Use and Disclosure of Medical Information. The following describes the different ways that we may use and disclose your medical information. Generally, private health information may be released without your authorization for the purposes of treatment, payment, or other healthcare operations of the Jefferson Health Plan. However, if we disclose your medical information for underwriting purposes, we will not use or disclose your genetic information for this purpose. Medical information may also be released for the following purposes:

- As required by law.
- For public health services.
- In connection with the investigation of abuse, neglect, or domestic violence.

- To health oversight agencies in connection with health oversight activities.
- For judicial and administrative proceedings.
- For law enforcement purposes.
- To coroners, medical examiners, and funeral directors with respect to decedents.
- For research if a waiver of authorization has been obtained.
- To prevent serious and imminent harm to the health or safety of a person or the public.
- For specialized governmental functions.
- For military and veterans' activities.
- For national security and intelligence.
- For protective services for the President and others.
- To the Department of the State to make medical suitability determinations.
- To correctional institutions and law enforcement officials regarding an inmate.
- For workers' compensation if necessary to comply with the laws relating to workers' compensation and other similar programs.

Rights Regarding Medical Information. You have the following rights regarding medical information that we maintain about you:

- Right to Inspect and Copy. You have the right to inspect and copy medical information that may be used to make decisions about you, including medical and billing records, but does not include psychotherapy notes. To inspect and copy medical information about you, you must submit your request in writing to the Treasurer. If you request a copy of this information, we may charge a fee for the costs of copying, mailing, or other supplies associated with your request. We may deny your request to inspect and copy in certain very limited circumstances, and if you are denied access to medical information, you may request that the denial be reviewed.
- Right to Amend. If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an

amendment for as long as the information is kept by or for the Jefferson Health Plan. To request an amendment, your request must be made in writing and submitted to the Treasurer. In addition, you must provide a reason that supports your request. We may deny your request if it is not in writing or properly supported by a reason; or the information was not created by us; is not part of the medical record kept by the Jefferson Health Plan; is not part of the information that you would be permitted to inspect and copy; or is accurate and complete.

- Right to an Accounting. You have the right to request an accounting of disclosures. This is a list of the disclosures we have made of medical information about you. To request this list, you must submit your request in writing to the Treasurer. Your request must state a time period that may not be longer than the 6 years prior to the date of your request. Your request must also indicate in what form you want the list (for example, on paper or electronically). The first list that you request within a 12-month period will be free. For additional lists, we may charge you for the cost of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request before any cost is incurred.
- If we use or maintain an electronic health record (“EHR”) with regard to your medical information, you have the right to receive an accounting of disclosures which includes all disclosures for purposes of payment, healthcare operations or treatment over the past 3 years, in accordance with the laws and regulations currently in effect. You have the right to access your medical information contained in an EHR and to direct us to send a copy of the EHR to a designated third party.
- Right to Request Restrictions. You have the right to request a restriction or limitation on the medical information that we use or disclose about you for treatment, payment, or healthcare operations. You also have the right to request a limit on the medical information that we disclose about you to someone who is involved in your care or the payment for your care. However, we are not required to agree to your request, except as described below. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment. To request restrictions, you must make a written request to the Treasurer telling us what information you want to limit; whether you want to limit our use, disclosure or both; and to whom you want the limits to apply, for example disclosures to your spouse. We will also consider your request for restrictions if the disclosure is to a health plan for purposes of carrying out treatment, payment or healthcare operations and the medical information relates solely to treatment or services for which the healthcare provider has been paid out-of-pocket and in full, however, we are not required to agree to this request.
- Right to Request Confidential Communications. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location, for example by mail or only at work. To request confidential communications, you must

make your request in writing to the Treasurer and specify how or where you wish to be contacted. We will not ask you the reason for your request and will accommodate all reasonable requests.

- **Right to a Paper Copy of This Notice.** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy. You may obtain a copy of this notice by contacting the Treasurer.
- **Right to Notice of a Data Breach.** We are required to notify you upon an unauthorized disclosure of any unsecured medical information. The notice must be made within 60 days from when we become aware of the unauthorized disclosure and will include: (a) a brief description of the disclosure, including the date it occurred and the date it was discovered; (b) a description of the types of unsecured medical information disclosed or used during the breach; (c) steps you can take to protect yourself from potential harm; (d) a description of our actions to investigate the disclosure and mitigate any harm now and in the future; and (e) contact procedures (including a toll-free phone number) for affected individuals to find additional information. We will notify you in writing by first class mail (unless you have opted for electronic communications). However, if we have insufficient contact information for you, an alternative notice method (posting on a website, broadcast media, etc.) may be used.

Changes to This Notice. We reserve the right to make changes to this notice, and to make the revision or change applicable to medical information we already have about you. We will post a copy of the current notice in each building within the Jefferson Health Plan Participating Member's jurisdiction. We will notify you or any revisions or amendments within 60 days of the effective date of the revision or amendment.

Complaints. If you believe your privacy rights have been violated, you may file a complaint with the Jefferson Health Plan Participating Member. To file a complaint, please contact the Treasurer, Harrison Hills City School District, 730 Peppard Avenue, Cadiz, Ohio 43907, (740) 942-7800. All complaints must be submitted in writing and must name the entity that is the subject of the complaint and describe any acts or omissions believed to be in violation of this notice. A complaint must be filed within 180 days of when you knew or should have known of the violation. You can also file a complaint with the Office for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D.C. 20201-0004, (800) 368-1019 or <http://hhs.gov/ocr/privacyhowtofile.htm>. You will not be retaliated against for filing any complaint.

Other Uses of Medical Information. Other uses and disclosures of medical information not covered by this notice will be made only with your written permission. In addition, we cannot make a communication to you about a product or service which encourages you to purchase or use the product or service, or make any use or disclosure of your psychotherapy notes (where

appropriate) without your authorization. If you provide us with permission to use or disclose medical information about you, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reason covered by your written authorization. However, we will not be able to take back any disclosures that we already made during any period in which your permission was in effect.

In addition, we are prohibited from receiving direct or indirect payments in exchange for your private medical information without your valid authorization. However, this prohibition does not apply if the purpose of the exchange is for: (a) public health activities; (b) research purposes (if the price charged reflects the cost of preparation and transmittal of the information); (c) your treatment; (d) health care operations related to the merger or consolidation of the Jefferson Health Plan Participating Member; (e) performance of services by a business associate on behalf of the Jefferson Health Plan; (f) providing you with a copy of your private medical information; or (g) other reasons determined to be necessary and appropriate by the Secretary of Health and Human Services.

PUBLIC RECORDS

Members of the public have the right to inspect and copy the public records of this district. Upon request, the district will promptly prepare and make available within a reasonable period of time for inspection public records that are responsive to the request to any person at all reasonable times during regular business hours.

The public records of this district shall mean any record, as defined by Ohio's Public Records Law, which has been kept by this Board or its officials, except medical records, records pertaining to physical or psychiatric examinations, social security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, and records the release of which is prohibited by state or federal law.

Records may be inspected and/or copied during the regular business hours of the office in which such records are kept. Reasonable advance notice may be required when immediate inspection or copying will unduly burden the custodian of the records.

Upon request, copies of the public records of this district are available at cost as determined by the Superintendent. The district may require the requester to pay in advance the cost involved in providing the copy of the public record.

No public record may be removed from the office in which it is maintained.

If a public records request is ambiguous or overly broad, or the person making the request has difficulty making the request for copies or for inspection to the extent that the district is unable to reasonably identify the records being requested, the district may deny the request for records. However, the district must provide an opportunity to revise the request by informing the requester of the manner in which the records are maintained and accessed in the ordinary course of the district's duties.

If a request for records is ultimately denied in whole or in part, the district will provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was in writing, the district shall provide the explanation for denying the request in writing. Exempt information will be redacted by the district, and the requester will be notified of the redaction or the redaction will be made plainly visible.

If the information would benefit the requester by enhancing the district's ability to identify, locate, or deliver the records requested, the district may ask for the request to be in writing, may ask for the requester's identity, and inquire as to the intended use of the information requested, but may not require it. Before asking for the request to be in writing, the identity of the requester, or the intended use of the information, the district must disclose that the requester may decline to provide the information requested by the district.

The district will also have available a copy of its current records retention schedule at a location readily available to the public.

The custodian of records and other district personnel responsible for the inspection and/or copying of public records shall be provided a copy of this policy and shall acknowledge receipt.

This policy shall be reproduced in the form of a poster and posted in a conspicuous place in the Board office/administration building and in all district buildings.

To ensure that the district complies with the requirements of Ohio's Public Records law, all Board members or their appropriate designees shall attend training approved by the Ohio Attorney General as provided in O.R.C. §109.43.

The district is not required to allow the requester to make copies of the public record.

Transmittal of Public Records by Mail

The Treasurer or other custodian of public records shall transmit a copy of a public record by mail within a reasonable period of time after receiving the request, provided that the person making the request pays in advance the cost of postage and other supplies used in the mailing, or supplies the Treasurer with a self-addressed envelope with sufficient postage affixed.

The number of records requested for transmittal by mail by any person shall be limited to ten (10) per month, unless the person certifies in writing that he/she does not intend to use or forward the requested records or the information contained in them for commercial purposes. For purposes of this policy, "commercial" shall be narrowly construed and does not include the reporting or gathering of news, reporting or gathering of information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

RECORDS RETENTION AND DISPOSAL SCHEDULE

The orderly acquisition, storage and retention of school district records is essential for the overall efficient and effective operation of the district. State law establishes a District Records Commission to govern matters pertaining to district records, their retention and disposal in accordance with O.R.C. §149.41.

Pursuant to Ohio law, the District Records Commission (the “Commission”) shall consist of the Board President, Treasurer, and Superintendent. The Board President shall serve as chairperson of the Commission. The Treasurer shall serve as secretary of the Commission. The members of this Commission shall appoint necessary records officers through the district to carry out the necessary work associated with district records.

In accordance with Ohio law, the Commission shall meet at least once annually to review certificates of records disposal forms (RC-3) as submitted by the records officers. Meetings are to be conducted in accordance with Ohio’s Open Meetings Law. Upon the approval of the Commission, such records may be disposed of, pursuant to the following standards:

1. Procedures to dispose of records according to the district’s approved General Schedule of Records Retention and Disposition (RC-2) will be initiated annually.
2. For one-time disposals of records separate and distinct from the approved General Schedule of Records Retention and Disposition, the Commission will submit an Application for One-Time Disposal of Obsolete Records (RC-1) to the Ohio Historical Society for approval.
3. Records officers will list those eligible, disposable records on the Certificate of Records Disposal (RC-3), in accordance with the district’s approved schedule.
4. The Commission shall review the Certificate of Records Disposal forms as submitted, annually.
5. Upon the Commission’s approval, the certificates (RC-3) will be forwarded as follows:
 - Original - Forward the original to the Ohio Historical Society.
 - Copies - Keep one copy for the Record Commission files.
 - The Ohio Historical Society sends a copy to the State Auditor’s office. The school district does not need to send a copy to the State Auditor’s office.

6. Records shall be destroyed only as directed by the Commission.

A. Description of Forms

- RC-1: The RC-1 is a one-time records disposal schedule. It preempts the RC-2 and approval for disposal is limited to the listed documents only. This form is to be used rarely.
- RC-2: The RC-2 Form is used to establish the general Schedule of Records Retention and Disposition to be used by the district. It is created and approved by the Commission and then approved by both the Ohio Historical Society and the State Auditor's Office.
- RC-3: The RC-3 Form is also called the "Certificate of Disposal." This form gives notice as to when records are to be disposed according to the pre-approved general Schedule of Records Retention (RC-2). This form serves as notice to the Ohio Historical Society and State Auditor's Office that records will be disposed of by the Commission according to the pre-approved general Schedule. The Commission prepares and mails the RC-3 to the Ohio Historical Society fifteen (15) business days prior to disposal.

Procedure

RC-1 Process

1. The Commission approves the Application for One-Time Disposal of Obsolete Records (RC-1) in an open meeting.
2. The Commission forwards the RC-1 Application to the Ohio Historical Society for review and approval.
3. The Ohio Historical Society forwards the RC-1 Application to the Auditor of State for review and approval.
4. The Ohio Historical Society will make a copy and mail it to the Commission for its records and will keep a copy for its own files.

RC-2 Process

1. The Commission approves a General Schedule of Records Retention and Disposition (RC-2) in an open meeting.

2. The Commission forwards the RC-2 General Schedule to the Ohio Historical Society for approval.
3. The Ohio Historical Society reviews and approves the RC-2 General Schedule if acceptable, and then forwards to the Auditor of State Records Officer in Columbus, Ohio.
4. The Auditor of State Records Officer reviews and approves the RC-2 General Schedule and makes a copy to be maintained in the Columbus office. The original is mailed back to the Ohio Historical Society.
5. The Ohio Historical Society will make a copy and mail it to the Commission for its records and will keep a copy for its own files.

RC-3 Process

1. The district's Records Officer completes the RC-3 Form when disposal is timely according to the pre-approved RC-2 General Schedule, or the RC-1 Application for One-Time Disposal.
2. The district retains one (1) copy of the RC-3 Form for Commission files and mails the original to the Ohio Historical Society.
3. The Ohio Historical Society forwards the RC-3 Form to the State Auditor's Office on behalf of the Commission.
4. The Commission waits fifteen (15) business days after mailing the RC-3 Form to the Ohio Historical Society and then disposes of records according to the approved Schedule.
5. If, for some reason, disposal is not appropriate, the Ohio Historical Society will inform the Commission within the fifteen (15) business day period established for such a situation.

B. Records Retention and Destruction Schedule (Form RC-2)

1000 - BOARD AND ADMINISTRATIVE RECORDS

2000 - EMPLOYEE RECORDS

3000 - STUDENT RECORDS

4000 - BUILDING RECORDS

5000 - CENTRAL DEPARTMENT

6000 - FINANCIAL RECORDS

7000 - PAYROLL RELATED RECORDS

8000 - REPORTS

9000 - OTHER

Symbols Meanings: “After end of fiscal year” means the number of years specified plus the current year.

“Provided Audited” means the record series has been audited by the Auditor of State and the audit report released.

C. ELECTRONIC MAIL

E-mail which meets the definition of a record is to be placed in one of the categories set forth in this Retention and Disposal Schedule. E-mail which is not a record may be deleted immediately when the recipient or sender no longer has a need for it. The category into which E-mail that qualifies as a record is to be placed for retention and disposal will be governed by the information it contains or the purpose the E-mail serves. Further, the content, transactional information, and any attachments associated with the message are considered part of the record to be retained. E-mail which is a record and which cannot be placed into one of the existing categories is to be retained and disposed of according to the schedule set forth in the “9000-OTHER” category.

E-MAIL CATEGORIES

Transient Documents: Includes telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.

General Correspondence: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to local and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy).

Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and which are answered by standard form letters.

Monthly and Weekly Reports: Document status of on-going projects and issues; advise administrators of various events and issues.

Minutes of Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.

Schedule Number	Record Title and Description		Retention Period
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>		
1101	Minutes	Treasurer	Permanent
1101.1	Audio Tapes	Treasurer	2 Years*
1102	Blueprints, Plans, Maps	Business Office and Secretary	Permanent
1103	Deeds, Easements, Leases	Treasurer	Permanent
1104	Board Policy Books and Other Adopted Policies	Superintendent and Secretary	1 Year After Superseded
1105	Administrative Regulations	Superintendent and Secretary	1 Year After Superseded
1106	Court Decisions	Treasurer	Permanent
1107	Claims and Litigation	Treasurer	Permanent
1201	Elections	Treasurer	10 years
1202	Record Disposal Forms (RC-3)	Treasurer	10 years
1203	Bargaining Agreements	Treasurer	10 Years After Expiration
1204	Budget Policy Files	Treasurer	5 years

*After end of fiscal year.

Schedule Number	Record Title and Description		Retention Period
1301	Workers' Compensation Claims	Treasurer	10 Years After Financial Payment Made
1302	Bank Depository Agreements	Treasurer	4 Years After Completion
1303	Organization Reports	Treasurer	2 Years**
1304	Board Meeting Notes	Treasurer	1 Years
1305	Agendas	Treasurer	1 Calendar Year**
1401	Adopted Courses of Study	Superintendent and Secretary	Until Superseded
1402	Adopted Special Education Programs	Superintendent and Secretary	Until Superseded
1403	Adopted Special Programs	Superintendent and Secretary	Until Superseded

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>2000</u>	<u>EMPLOYEE RECORDS:</u> (Employee records include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which became part of the employee file.)	
2101	Certificated Active Employees _____ and Secretary	Permanent
2102	Classified Active Employees _____ and Secretary	Permanent
2103	Certificated Inactive Employees _____ and Secretary	Permanent***
2104	Classified Inactive Employees _____ and Secretary	Permanent***
2105	Civil Rights, Civil Service, and Disciplinary Reports _____ and Secretary	Permanent***
2107	Retirement Letters _____ and Secretary	Permanent***
2108	Substitute Records _____ and Secretary	25 Years
2301	Employee Contracts Treasurer	4 Years After Termination from Employment

***Hard copy maintained for three (3) years after audited, then microfilmed.

Schedule Number	Record Title and Description		Retention Period
2302	Professional Conferences Application	_____ and Secretary	2 Years**
2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer	4 Years After Contract Expires
2304	Unemployment Claims	Treasurer	5 Years
2305	Unemployment	Treasurer	5 Years
2306	Applications (not hired)	_____ and Secretary	2 Years**
2307	Schedules of Employees	_____ and Secretary	Fiscal Year Plus 2 Years
2308	Student Helper Applications	_____ and Secretary	2 Years
2309	Teacher Personnel Reports (internal)	_____ and Secretary	Fiscal Year Plus 1 Year
2310	I-9 Immigration Verification Forms	_____ and Secretary	Termination of Employment Plus 1 Year
2401	Job Descriptions	_____ and Secretary	Retain until Superseded or Obsolete

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>3000</u>	<u>STUDENT RECORDS</u>	
3101	Student Record Folders Enrollment/Withdrawal Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	Building Secretary Permanent***
3102	Office Record Card (K-9)	Building Secretary Permanent***
3103	Cosmetology Records	Voc. Secretary Permanent***
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Building Secretary 7 Years After Graduation
3202	Discipline Records Letters to Parents Office Discipline	Building Secretary 1 Year after Student leaves School

***Hard copy maintained for five (5) years after student leaves system, then microfilmed.

Schedule Number	Record Title and Description		Retention Period
3203	Psychological Records (Restricted)	Sp. Ed. Secretary/Nurse	Permanent***
3204	Child Abuse/Neglect Referral Letters	Building Secretary	Through Graduation
3301	Teacher Grade Book/Records	Building Secretary	3 Years**
3302	Pre-School Screening Profiles	Building Secretary	3 Years
3303	Age and Schooling Records (Work Permits)	Building Secretary	3 Years
3304	Accident Reports	Nurse/Building Secretary	5 Year, provided no action pending
3305	Individual Educational Plan (IEP)	Building Secretary Sp. Ed. Secretary	Permanent
3306	Free/Reduced Price Lunch Applications	Building Secretary	4 Years
3401	Emergency Information	Building Secretary	Until Superseded

**Provided Audited.

***Hard copy maintained for five (5) years after student leaves system, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
4000	<u>BUILDINGS RECORDS</u>	
4202	Tornado and Fire Drill Records	Building Secretary 1 Year*
4203	Building Health Inspections	Building Secretary 2 Years*
4301	Student Activity Records Pay-In Forms Pay-Out Forms Account Forms/Dist. Budget Forms Requisitions Purchase Orders Ticket Sales Reports	Building Secretary 2 Years**
4302	Receipts/Deposit Slips	Building Secretary 4 Years**
4303	Budget/Appropriation Records	Building Secretary 4 Years**
4304	Requisitions/Purchase Orders	Building Secretary 10 Years**
4401	Textbook Inventories	Building Secretary Until Superseded
4402	Supplies Inventory	Building Secretary Until Superseded
4403	Student Handbooks	Building Secretary Until Superseded

*After end of fiscal year.

**Provided Audited.

Schedule Number	Record Title and Description		Retention Period
<u>5000</u>	<u>CENTRAL DEPARTMENTAL RECORDS</u>		
	<u>Administrative Offices</u>		
5201	School Calendars	Superintendent Secretary	5 Years
5301	Repair, Installation and Maintenance Records	Business Office and Secretary	4 Years**
5302	Prevailing Wage Records	Business Office and Secretary	4 Years**
5303	Rental Information (Use of Facilities)	Business Office and Secretary	4 Years**
5304	Work Orders	Business Office and Secretary	4 Years**
5305	Environmental Reports and Data (Asbestos, etc.)	Business Office and Secretary	4 Years**
5306	Vandalism Reports	Business Office and Secretary	4 Years**
5307	Student Activity Purpose Clauses	Business Office and Secretary	4 Years**
5308	Sales Potential Forms (Student Activities)	Business Office and Secretary	4 Years**
5309	Bids and Specifications (Unsuccessful)	Business Office and Secretary	1 Years**

**Provided Audited.

Schedule Number	Record Title and Description		Retention Period
5310	Bids and Specifications (Successful)	Business Office and Secretary	4 Years After Completion of Project**
5311	Contractor Files (Resolutions, Additions, Drawings, etc.)	Business Office and Secretary	Until Project Complete, If No Action Pending**
5401	Preventative Maintenance Reports	Business Office and Secretary	Fiscal Year Plus 2 Years
5402	Warranty/Guarantee	Business Office and Secretary	Life/Warranty of Equipment
5403	Plant and Equipment Inventory	Business Office and Secretary	Until Superseded**
5404	Textbook/Workbook Inventory	Curriculum Director and Secretary	Until Superseded**
5405	Supplies Inventory	Business Office and Secretary	Until Superseded**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>Special Education Department</u>		
5221	Special Education Tutoring Reports	Sp. Ed. Secretary
10 Years		
5222	Individual Educational Plan (IEP)	Sp. Ed. Secretary
Permanent***		
5223	Psychological Records (Restricted)	Sp. Ed. Secretary
Permanent***		
<u>Transportation Department</u>		
5340	Driver Physical	Trans. Secretary
2 Years After Termination		
5341	Fuel Consumption Data	Trans. Secretary
4 Years**		
5342	Transportation Records	Trans. Secretary
4 Years**		
5343	Field Trip Forms and Volunteer Driver Forms	Trans. Secretary
Fiscal Year Plus 2 Years		
5441	Accident Reports	Trans. Secretary
5 Years, Provided No Action Pending		
5442	Vehicle Registration	Business Office and Secretary
Life of Vehicle		

**Provided Audited.

***Hard copy maintained for three (3) years after audited, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
5443	Vehicle License Business Office and Secretary	1 Year After Termination
5445	Driver Certification Trans. Secretary	1 Year After Termination
5446	Supplies Inventory Trans. Secretary	Until Superseded**
5447	Vehicle Defect Report Trans. Secretary	Life of Vehicle
<u>Food Service Department</u>		
5561	Food Service Records Menus Food Production Milk Sold Students Served Cafeteria Supervisor	4 Years**
5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports Cafeteria Supervisor	4 Years**
5563	Lunchroom Reports (Free and Reduced) Cafeteria Supervisor	4 Years**
5564	Inventories Cafeteria Supervisor	Until Superseded**
5565	License, Lunchroom Cafeteria Supervisor	1 Year after expiration

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>6000</u>	<u>FINANCIAL RECORDS</u>	
6101	Annual Financial Reports Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	Treasurer 5 Years**
6102	Activity Fund Cash Journal and Ledger	Treasurer 5 Years**
6103	Bond Register	Treasurer 20 Years After Issue Expires
6104	Securities	Treasurer Permanent***
6201	Investment Ledger	Treasurer 5 Years**
6202	Foundation Distribution	Treasurer 5 Years**
6203	Tax Settlements (Semi-Annual) and Advances	Treasurer 5 Years**
6204	Budgets (Annual)	Treasurer 5 Years**

**Provided Audited.

***Hard copy maintained for three (3) years after audited, then microfilmed.

Schedule Number	Record Title and Description		Retention Period
6205	Insurance Policies	Treasurer	15 Years After Expiration Provided All Claims Settled
6206	Contracts	Treasurer	15 Years After Expiration
6207	Bonds and Coupons	Treasurer	Until Redeemed**
6208	Accounts Payable Ledgers	Treasurer	5 Years**
6209	Accounts Receivable Ledgers	Treasurer	5 Years**
6210	Budget Work Papers	Treasurer	5 Years**
6211	Vouchers, Invoices and Purchase Orders	Treasurer	10 Years**
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.	Treasurer	10 Years**
6213	Federal Program Files Title I, II, III, IV-B, IV-C, & VI-B; Chapter 1, 2; Drug Free, etc.	Treasurer	10 Years**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
6214	Travel Expense Vouchers	Treasurer 10 Years**
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Treasurer 10 Years**
6216	State Reimbursement Settlement Sheets	Treasurer 5 Years**
6217	Unemployment Claims	Treasurer 5 Years
6218	Employee Bonds, Board Member Bonds	Treasurer 5 Years
6219	Certificate of Estimated Resources	Treasurer 15 Years after expiration
6220	Appropriation Resolutions	Treasurer 5 Years
6222	Tax Apportionments (Semi-Annual)	Treasurer 5 Years
6301	Cancelled Checks and Bank Statements	Treasurer 4 Years**
6302	Publication Notice	Treasurer 4 Years**
6303	Tuition Fees and Payments	Treasurer 4 Years**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
6304	School Finance (S.F.) Monthly Statement Treasurer	4 Years**
6305	Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD, etc.) Treasurer	4 Years**
6306	Travel Expense Reports Treasurer	10 Years**
6307	State Sales Tax Reports Treasurer	4 Years**
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports) Treasurer	4 Years**
6309	Check Registers Treasurer	4 Years**
6310	Deposit Slips/Cash Proofs Treasurer	4 Years**
6311	Bids and Specifications (Unsuccessful) Treasurer	1 year**
6312	Bids and Specifications (Successful) Treasurer	4 Years After Completion of Project**
6313	Receipt Books Treasurer	4 Years**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
6314	Extra Trip Records	Treasurer 4 Years**
6315	Monthly Financial Reports	Treasurer 4 Years**
6316	Accounting Data	Treasurer 4 Years**
6317	Service Contracts	Treasurer 4 Years**
6318	State Subsidy Requests Applications for driver education, pupil transportation, special education, etc.	Treasurer 3 Years**
6319	Delivery/Packing Slips	Treasurer 1 Year**
6401	Requisitions	Treasurer 1 Year*

*After end of fiscal year.

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>7000</u>	<u>PAYROLL RELATED</u>	
7001	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Treasurer Permanent***
7102	Earnings Registers By Staff Member By Calendar Year	Treasurer Permanent***
7103	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	Treasurer Permanent***
7201	Bureau of Employment Services Quarterly Reports	Treasurer 7 Years
7301	W-2's, W-4's (Employer Copy)	Treasurer 6 Years and Current**
7302	Federal Income Tax (Quarterly/Annual)	Treasurer 6 Years and Current**
7303	Ohio Income Tax (Monthly/Annual)	Treasurer 6 Years and Current**
7304	City Income Tax (Monthly/Annual)	Treasurer 6 Years and Current**

**Provided Audited.

***Hard copy maintained for five (5) years, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
7305	School Income Tax (Monthly/Annual) Treasurer	6 Years and Current**
7306	Payroll Reports (Reports Used for Each Payroll — Computer Generated) Treasurer	4 Years**
7307	Payroll Update Listings Treasurer	4 Years**
7308	Payroll Calculations Treasurer	4 Years**
7309	State Teachers Retirement System and School Employees Retirement System Waivers Treasurer	Permanent***
7310	School Employees Retirement System (SERS) Reports Treasurer	4 Years**
7311	State Teachers Retirement System (STRS) Reports Treasurer	4 Years**
7312	Annuity Reports Treasurer	4 Years**
7313	Benefit Folder/Report Treasurer	4 Years**

**Provided Audited.

***Hard copy maintained for five (5) years, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or Other Leave)	4 Years**
7315	Deduction Reports Voluntary Payroll Deductions	4 Years**
7316	Employee Vacation/Sick Leave Records	4 Years**
7317	Time Sheets	6 Years
7318	Overtime Authorization	6 Years
7319	Employee Insurance Bills, Medical, Dental, Life	4 Years**
7323	Paycheck Register	4 Years**
7324	Payroll Bank Statement	4 Years**
7401	Deduction Authorization	Until Superseded or Employee Terminated

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
8000	<u>REPORTS</u>	
8201	State Audit Reports	Treasurer 5 Years
8202	#59, #659, and #4502	Treasurer 5 Years
8203	#25 and #625	Treasurer 5 Years
8204	School Finance (S.F.) Reports – Annual	Treasurer 5 Years
8205	Special Education (S.E.) Reports – Annual	Sp. Ed. Secretary Superintendent Secretary 7 Years
8206	Vocation Education (V.E.) Reports – Annual	Superintendent Secretary Voc. Secretary 5 Years
8207	Ohio Common Core Data (OCCD) Reports	Superintendent Secretary 5 Years
8208	Drivers Education Reports	Treasurer 5 Years
8209	Ohio Department of Education (ODE) Reports	Building Secretary 5 Years
8211	Civil Rights Reports	Superintendent Secretary Permanent***

***Hard copy maintained for five (5) years, then microfilmed.

Schedule Number	Record Title and Description		Retention Period
8212	Title IX Reports	Superintendent Secretary	10 Years
8213	SM-1 & SM-2 (Annual and Quarterly)	Treasurer	10 Years
8214	State Minimum Standards	Superintendent Secretary	10 Years
8301	Personnel State Reports (Currently SF-1, CS-2)	Secretary, Personnel	4 Years**
8302	Workers' Comp. Wage Reports (Co. Auditor)	Treasurer	5 Years
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 Years
8304	Transportation Reports	Trans. Secretary	4 Years**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>9000</u>	<u>OTHER</u>	
9101	Personnel Directory Superintendent Secretary	10 Years
9102	Enrollment Record (By Grade and Building) Superintendent Secretary	Permanent***
9202	School Calendars Superintendent Secretary	5 Years
9203	Building, Boiler, Maintenance Reports Business Office and Secretary	2 Years*
9402	Employee Handbooks Superintendent Secretary	Until Superseded
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies All Secretaries	Until Superseded
9404	Attendance Records Superintendent Secretary	Until Superseded

*After end of fiscal year.

***Hard copy maintained for five (5) years, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
9501	E-Mails: Transient Documents Sender or Recipient†	Until no longer of administrative value
9601	E-Mails: General Correspondence Sender or Recipient†	1 Year
9602	E-Mails: Routine Correspondence Sender or Recipient†	6 Months
9603	E-Mails: Monthly and Weekly Reports Sender or Recipient†	1 Year
9604	E-Mails: Minutes of Staff Meetings Sender or Recipient†	2 Years
9701	E-Mails: Executive Correspondence Sender or Recipient†	2 Years

†The recipient of the e-mail is responsible for preserving e-mails from senders other than District employees.

“Audited” means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to O.R.C. §117.26.



INSTRUCTIONS - FORM RC-1 (Use only for records no longer created and maintained)

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from the Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Table of Records to be Disposed

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series for which a one-time disposal is being requested. List the beginning and ending months and years covered by the records series. For example: April 1945 to May 1992.
- 3) Include the media format of the records proposed for disposal.
- 4) If retaining records in an alternate media format, include the new format. For example, if you are disposing of paper originals and retaining a certified microfilm copy, list "Microfilm" here.
- 5) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, contact OHS-LGRP at: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-1 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-1 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

**For State Archives - LGRP Use
Only**

Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

_____ (local government entity)

_____ (unit)

_____ (signature of responsible official)

_____ (name)

_____ (title)

_____ (date)

Section B: Records Commission

_____ Records Commission

_____ (telephone number)

_____ (address)

_____ (city)

_____ (zip code)

_____ (county)

To have this form returned to the Records Commission electronically, include an email address: _____

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

_____ Records Commission Chair Signature

_____ Date

Section C: Ohio Historical Society - State Archives

_____ Signature

_____ Title

_____ Date

Section D: Auditor of State

_____ Signature

_____ Date

Please Note: The State Archives retains RC-1 forms for seven years. It is strongly recommended that the Records Commission retain a permanent



ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by OHS-LGRP or Auditor of State

[Type text]



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 6) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 7) Include the title of the records series and a brief description of each series.
- 8) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 9) Include the formats of the record (paper, electronic, microfilm, etc.)
- 10) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



**Ohio Historical Society
State Archives of Ohio
Local Government Records
Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(local government entity)

(unit)

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: _____

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

**Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent**



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP



INSTRUCTIONS - FORM RC-3

- USE OF FORM:** Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHS-LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-1 or RC-2 form. It also provides an opportunity for the OHS-LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC.
- WHEN TO USE:** Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.
- CERTIFICATION:** This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.
- SUBMISSION:** Send the original RC-3 to: localrecs@ohiohistory.org **or** The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497
- Retain a permanent copy for your office files and send an additional copy to your records commission.
- NOTE:** Your office or records commission will **not** receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

Page 2

- (1) RECORD SERIES TITLE: Record series title as shown on your retention schedule (RC-2) or one-time disposal (RC-1). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.
- (2) AUTHORIZATION FOR DISPOSAL: Schedule number as shown on your approved RC-1 or RC-2 and the date it was approved *by your local records commission*.
- (3) MEDIA TYPE (DESTROYED): Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) OTHER MEDIA TYPE (RETAINED) If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) INCLUSIVE DATES OF RECORDS Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) PROPOSED DATE OF DISPOSAL Enter the proposed disposal date; the OHS-LGRP has fifteen business days to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) FOR USE BY OHS-LGRP

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>.

Never use a microfilm master negative except to create a use copy from it.



**Ohio Historical Society
State Archives of Ohio
Local Government Records
Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

(local government entity) (unit) (contact person) (telephone number) (location of records)

(address) (city) (zip code) (county) (date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** or **Application for One-Time Records Disposal (RC-1)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official) (title) (telephone number)

To have this form returned to the Records Commission electronically, include an email address: _____

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with PART 1.

(political subdivision name)

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property, on a school bus, or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and
 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
 2. Sending abusive or threatening instant messages;
 3. Using camera phones to take embarrassing photographs of students and posting them online;

4. Using Web sites to circulate gossip and rumors to other students;
 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
- G. Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe

student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board of Education’s interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant’s parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- C. Maintain contact with parents and guardians of all involved parties;
- D. Provide counseling for the victim if assessed that it is needed;
- E. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- F. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- G. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;

- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The District administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

HARASSMENT AND VIOLENCE

Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving either students or staff shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator. All reports shall be investigated as soon as possible in accordance with the policies applicable to the harassment which is the subject of the complaint.

This policy shall be included in all student and staff handbooks.

EMPLOYEE AND STUDENT TITLE IX GRIEVANCE PROCEDURE

The Board of Education shall not discriminate on the basis of sex in the educational programs or activities of the school district that receive federal financial assistance. This prohibition encompasses discrimination based on an individual's gender identity, including discrimination based on an individual's transgender status. The Board hereby designates Duran Morgan Assistant Superintendent as the Title IX Compliance Officer for the school district. The address of the district's Compliance Officer is 730 Peppard Avenue, Cadiz, Ohio, 43907. The telephone number is (740) 942-7800; E-mail: dmorgan@hhcsd.org. The Superintendent shall ensure that the name, office address, and telephone number for the Title IX Compliance Officer is posted in each building in the district on a notice form similar to that attached to this Policy.

The Title IX Compliance Officer's duties shall include, but not be limited to, coordinating the school district's effort to comply with and carry out its responsibilities under Title IX and carry out an investigation of any complaint communicated to the school district alleging its noncompliance with Title IX or alleging any uses which would be prohibited by Title IX in accordance with the procedures set forth hereinafter. The Title IX Compliance Officer may be assisted by such additional personnel as from time to time may be appointed.

Complaints involving alleged discrimination on the basis of sex in any program or activity that receives federal financial assistance, whether carried out by District employees, students, or third parties, shall be handled in accordance with the following procedure unless a policy has been adopted to deal with the specific discrimination. If a more specific policy exists, that policy shall be followed.

Step 1:

Any student or employee who has a complaint of alleged sex discrimination shall attempt promptly to resolve the complaint by discussion with the building principal or immediate supervisor in case of classified employees. If the building principal or immediate supervisor is the subject of the complaint, the complaint should be filed with the Title IX Compliance Officer. If the Title IX Compliance Officer is the subject of the complaint, the complaint can be filed directly to the Board. The complaint should be in writing and describe, in as much detail as possible, the facts of the situation. The principal or supervisor shall keep a written record of the discussion and provide a copy to the student or employee involved.

Step 2:

If the complaint is not resolved in Step 1, the complainant may, within ten (10) calendar days after receiving an answer, file the complaint in writing with the Title IX Compliance Officer and mail a copy to the principal or supervisor involved. The Title IX Compliance Officer shall arrange a meeting to discuss the complaint within ten (10) calendar days after receiving the written complaint, and subsequent meetings may be scheduled as agreed to by both parties. The Title IX Compliance Officer shall conduct an adequate, reliable, and impartial investigation of complaints, and shall allow the complainant to identify witnesses and other evidence. The Title IX Compliance Officer shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) calendar

days after the final meeting regarding the complaint. A copy of the written answer shall also be provided to the accused and the building principal or supervisor.

Step 3:

If the decision rendered by the Title IX Compliance Officer does not resolve the complaint to the satisfaction of the complainant or the accused, such person can, within ten (10) calendar days, appeal in writing to the Board. The notice of appeal shall be sent to the Title IX Compliance Officer and a copy filed with the Treasurer of the Board. Failure to file such appeal within ten (10) calendar days from the receipt of the written memorandum of the Title IX Compliance Officer's action on said grievance shall be deemed a waiver of the right to appeal. The Superintendent shall place the matter on the agenda for the next meeting of the Board to be held within thirty (30) days, and the complainant and the accused shall be advised in writing of the time, place, and date of the meeting.

The complainant and the accused shall receive written notice of the meeting no less than five (5) calendar days in advance of the meeting. The Board shall act upon such appeal officially no later than its next regular meeting following the meeting with the complainant. Copies of the final decision shall be sent to the complainant, the accused, the Title IX Compliance Officer, and the building principal or supervisor. The decision of the Board shall be final.

If the grievance cannot be resolved through the above procedure, a request for an official interpretation may be filed with the U.S. Department of Education - Office for Civil Rights, Suite 750, 600 Superior Avenue East, Cleveland, Ohio 44114-7650.

If discrimination in violation of Title IX is found to have occurred, steps will be taken to prevent its reoccurrence and to remedy its effects on the complainant, and others, if appropriate. The District will use a "preponderance of the evidence" standard to determine whether a hostile environment exists.

LEGAL REFS: 34 C.F.R. 106.8;
U.S. Dept. of Justice and U.S. Dept. of Education, Dear Colleague Letter:
Transgender Students, May 13, 2016

Adopted: November 17, 2016

TITLE IX GRIEVANCE PROCEDURE

The Board of Education of the Harrison Hills City School District shall not discriminate on the basis of sex in the educational programs or activities of the school district. The Board has designated a Title IX Compliance Officer for the purpose of coordinating the district's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972.

The Title IX Compliance Officer for the District is:

Duran Morgan
Assistant Superintendent
Harrison Hills City School District
730 Peppard Avenue
Cadiz, OH 43907
(740) 942-7800
E-mail: dmorgan@hhcsd.org

Complaints involving alleged discrimination on the basis of sex in any district program or activity may be directed to a building principal, supervisor, or the Title IX Compliance Officer. Complaints will be addressed pursuant to the Grievance Procedure set forth in Board Policy 10.06.

STUDENT COMPLAINTS OF SEXUAL HARASSMENT

The Board of Education recognizes that a student's right to freedom from discrimination includes the opportunity to learn in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the operation of the school district and will not be tolerated. This policy or a version which provides students adequate notice of the prohibition against sexual harassment, the conduct that constitutes sexual harassment and the complaint procedure for reporting sexual harassment shall be included in the student handbooks.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below or to have romantic or sexual relations with a student. Retaliation in any form against those persons alleging that sexual harassment has occurred or participating in the investigation of the complaint is also prohibited. It shall also be a violation of this policy for students or third parties (i.e., visiting speaker, or visiting athletic team) to harass other students through conduct or communications of a sexual nature as defined below.

Any teacher, counselor or administrator who receives a report, verbally or in writing, from any student regarding sexual harassment of that student must forward that report to the building principal or Title IX Compliance Officer within one school day or within a reasonable period of time if there is a good cause for the delay. Any building principal receiving a report of sexual harassment shall promptly notify the Title IX Compliance Officer.

The District's Title IX Compliance Officer is:

Duran Morgan
Assistant Superintendent
Harrison Hills City School District
730 Peppard Avenue
Cadiz, OH 43907
(740) 942-7800
E-mail: dmorgan@hhcsd.org

1. Definition

- a. Sexual harassment is unwelcome conduct of a sexual nature. Such conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, when made by a member of the school staff or a third party (e.g., a visiting speaker or visiting athletes) to a student or when made by any student to another student. Such actions constitute sexual harassment when:
 - 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education;

- 2) Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
 - 3) The conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or offensive academic environment;
 - 4) Sexual harassment, as defined above, may include, but is not limited to, the following:
 - a) Verbal or written harassment or abuse;
 - b) Pressure for sexual activity;
 - c) Repeated remarks to a person, with sexual or demeaning implications;
 - d) Unwelcome touching;
 - e) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.; or
 - f) Any other unwelcome actions or activities suggesting sexual involvement or with sexual implications.
- b. Unwelcome: Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or failure to complain does not always mean the conduct was welcome.

2. Complaint Procedure

- a. Any student who alleges sexual harassment by any staff member or student in the district may complain directly to the Title IX Compliance Officer, guidance counselor, teacher, Superintendent, any other school employee whom the student trusts, or any other individual designated to receive such complaints. An individual who is complaining of sexual harassment is not required to work out the problem directly with the individual alleged to have harassed him or her.
- b. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting sexual harassment will not reflect upon the student's status nor will it affect future employment, grades, or work assignments. The person to whom the complaint was made shall within one (1) school day report the complaint to the Title IX Compliance Officer. If the Title IX Compliance Officer or Superintendent is the employee alleged to have engaged in the sexual harassment, the report shall be made to the Board of Education.

- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

3. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- c. Following the meeting with the complainant, the investigator shall conduct an adequate, reliable, and impartial investigation to determine if sexual harassment has occurred. The investigator shall provide the complainant with the opportunity to identify witnesses and other evidence. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred.

4. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment, was found not to have engaged in harassment, or whether the investigation was inconclusive. If the complaint is that a hostile environment exists, the District shall use a "preponderance of the evidence" standard to make such determination. The report shall be issued to the complainant's parents, or the student, if he/she is over eighteen. A copy of the report shall also be sent to the Superintendent or his/her designee and the accused.
- b. A finding of no harassment or inconclusive evidence shall end the investigation.
- c. If harassment is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment is eliminated for the victim and other individuals affected by the sexual harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

5. Discipline

A substantiated charge against a student in the school district shall subject that student to disciplinary action, including suspension or expulsion, consistent with the Student Discipline Code.

LEGAL REFS: Title IX of the Education Amendments of 1972
20 C.F.R. §1604.11

Adopted: November 17, 2016

LEVEL I - GRIEVANCE REPORT FORM

Informal Conference For Title IX or Section 504 Grievance

An Informal Conference was held on _____ to discuss matters pertaining to an alleged grievance.

Signature of Teacher/Counselor

Signature of Student

Note: A written report is not required to be used in Level I

Complete three copies of this form:

- One copy to Student
- One copy to Teacher
- One copy to Principal

LEVEL II - GRIEVANCE REPORT FORM
Formal Procedures for Title IX or Section 504 Grievance

Name of Complainant _____ Date of Filing _____

Home Address _____ Home Telephone _____

School: _____

Statement of Complaint _____

Signature of Complainant

Signature of Principal

Date Received

Date of Conference _____

Disposition of Complaint _____

Signature of Principal

Date

Complete four copies of this form:

One copy to Student

One copy to Teacher

One copy to Principal and One copy to Superintendent

LEVEL III - GRIEVANCE REPORT FORM
Formal Procedures for Title IX or Section 504 Grievance

Name of Complainant _____ Date of Filing _____

Home Address _____ Home Telephone _____

School: _____

Statement of Complaint _____

Signature of Complainant

Signature of Assistant Superintendent

Date Received

Date of Conference _____

Disposition of Complaint _____

Signature of Assistant
Superintendent

Date

Complete five copies of this form:
One copy to Student
One copy to Teacher
One copy to Principal
One copy to Superintendent
One copy to Board of Education

LEVEL IV - GRIEVANCE REPORT FORM
Formal Procedures for Title IX or Section 504 Grievance

Name of Complainant _____ Date of Filing _____

Home Address _____ Home Telephone _____

School: _____

Statement of Complaint _____

Signature of Complainant

Signature of Board President

Date Received

Date of Conference _____

Disposition of Complaint _____

Signature of Board President Date

Complete five copies of this form:

One copy to Student

One copy to Teacher

One copy to Principal

One copy to Superintendent and One copy to Board of Education

EMPLOYEE COMPLAINTS OF SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the operation of the school district and will not be tolerated.

It shall be a violation of this policy for any member of the district staff or a third party (i.e., visiting speaker or a visiting athletic team) to harass an employee through conduct or communications of a sexual nature as defined below. This includes harassment by a supervisor or another co-employee.

1. Definition

- a. Sexual harassment of employees is unwelcome conduct of a sexual nature. Such conduct can include unwelcome sexual advances, requests for sexual favors, and verbal, nonverbal or physical contacts of a sexual nature when submission to such conduct is made a condition of employment or a basis of an employment decision. Sexual harassment also may be found to have occurred when the above-mentioned conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
- b. Sexual harassment, as defined above, may include but is not limited to the following:
 - 1) Basing an evaluation, recommendation, transfer, etc. on an employee's refusal or submission to sexual advances.
 - 2) Jokes, stories, cartoons, or pictures that convey a sexual message, and/or place the opposite sex in demeaning roles, thereby creating a hostile working environment for the sex which is the subject of the jokes, stories, cartoons, or pictures.
 - 3) Unwelcome touching.
 - 4) All types of verbal harassment and abuse of a sexual nature.
 - 5) Pressure for sexual activity.
 - 6) Any other unwelcome remarks or actions to a person, with sexually demeaning implications.
- c. Unwelcome: Conduct is unwelcome if the employee did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or failure to complain does not always mean the conduct was welcome.

2. Complaint Procedure

- a. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited.
- b. The intent of the following reporting procedure is to provide a quick and fair resolution of complaints of sexual harassment.
- c. The staff member desiring to file a sexual harassment complaint must present the complaint, in writing to the Title IX Compliance Officer. The District's Title IX Compliance Officer is:

Assistant Superintendent
Harrison Hills City School District
730 Peppard Avenue
Cadiz, OH 43907
(740) 942-7800
E-mail: dmorgan@hhcsd.org

The Title IX Compliance Officer or his/her designee shall investigate the matter unless otherwise designated by the Board.

- d. If the Title IX Compliance Officer is the employee alleged to have engaged in sexual harassment, the complaint shall be sent directly to the President of the Board of Education. The Board will either conduct the investigation set out below, or appoint an investigator in its place.
 - e. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
3. Investigation
- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation.
 - b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
 - c. Following the meeting with the complainant, the investigator shall conduct an adequate, reliable, and impartial investigation, which shall include the opportunity

to identify witnesses and other evidence, to determine if sexual harassment has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred.

4. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment, was found not to have engaged in harassment, or whether the investigation was inconclusive. The report shall be issued to the complainant. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment or inconclusive evidence shall end the investigation.
- c. If harassment is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment is eliminated for the victim and other individuals affected by the sexual harassment and to correct its discriminatory effects on the complainant and others, if appropriate. An individual who complains of sexual harassment shall not be required to work out the problem directly with the person alleged to have harassed him or her. To determine whether a hostile environment exists, the District will use a “preponderance of the evidence” standard.

5. Discipline

If sexual harassment is found to have occurred, the person who engaged in such harassment may be disciplined. The discipline must be reasonably calculated to end the harassment and to remedy its effects on the complainant, and others, if appropriate. Any discipline must include a directive that the employee not engage in such harassment in the future.

6. Notice

Written notice of the outcome of the complaint shall be provided to the complainant and the accused.

LEGAL REFS: Title IX of the Education Amendments of 1972
20 C.F.R. §1604.11

Adopted: November 17, 2016

**RACIAL/ETHNIC/NATIONAL ORIGIN HARASSMENT AND
DISCRIMINATION POLICY COVERING EMPLOYEES**

Each school district employee has a responsibility to maintain a workplace and educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

This policy applies to the Board of Education and its administrative, teaching and non-teaching employees.

Racial/Ethnic/National Origin Harassment and Discrimination

No employee shall, on the basis of his or her race, ethnicity, or national origin be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

No person shall be disadvantaged or treated unfairly by the Board or any of its personnel or students on the basis of race, ethnicity, or national origin, whether intentionally or otherwise, in any activity at any level of the operations of the school district.

Racial/Ethnic/National Origin Harassment

Racial/ethnic/national origin harassment may be any behavior, verbal or physical, which is imposed by an employee or student on an employee because of race, national origin, or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcome and which causes or contributes to a racially/ethnically/national origin based hostile environment.

Such a hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual's school or workplace environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim's situation under all of the existing circumstances.

Such harassment may include, but is not limited to:

1. Racial/ethnic/national origin oriented verbal "kidding" or demeaning racial/ethnic innuendos, teasing, jokes or remarks of a racial/ethnic nature.
2. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
3. Racial/ethnic/national origin motivated intimidation and/or physical violence or threats of physical violence.

Racial/Ethnic/National Origin Discrimination

It is unlawful to discriminate against an employee or applicant for employment because of his/her race, ethnicity, or national origin in regard to hiring, termination, promotion, compensation, or any other term, condition, or privilege of employment. It is also unlawful to make employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups.

Investigation of Harassment and/or Discrimination

In order to prevent, deter or correct such a hostile environment or concern about such discrimination, it is the responsibility of the administrative personnel to investigate any charges of racial/ethnic/national origin harassment or discrimination when brought to their attention and take appropriate corrective action.

1. Complaint Procedure

- a. The staff member desiring to file a harassment/discrimination complaint must present the complaint, in writing, to the Title VI Coordinator. The Coordinator or his/her designee shall investigate the matter unless otherwise designated by the Board.
- b. If the Coordinator is the employee alleged to have engaged in the harassment/discrimination, the complaint shall be sent directly to the Superintendent. The Coordinator will either conduct the investigation set out below, or appoint an investigator in his/her place.
- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

2. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment/discrimination, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment/discrimination has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment/discrimination has occurred.

3. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment/discrimination, was found not to have engaged in harassment/discrimination, or whether the investigation was inconclusive. The report shall be issued to the complainant. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment/discrimination or inconclusive evidence shall end the investigation.
- c. If harassment/discrimination is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment/discrimination is eliminated for the victim and other individuals affected by the harassment/discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

4. Discipline

If harassment/discrimination is found to have occurred, the person who engaged in such harassment/discrimination may be disciplined. The discipline must be reasonably calculated to end the harassment/discrimination. Any discipline must include a directive that the employee not engage in such harassment/discrimination in the future.

Annually, at the organizational meeting, the Board shall appoint the Title VI Coordinator for Non-Discrimination for the district.

School employees will be notified at least annually of their responsibility to report all instances of possible racial/ethnic/national origin discrimination or harassment of which they become aware and to whom such a report shall be made.

A violation of the foregoing policy shall be grounds for discipline according to the Ohio Revised Code and any applicable negotiated agreement.

It is Board policy that all reports of such harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infractions. No employee shall be subjected to adverse employment action in retaliation for any good faith report of harassment/discrimination or participating in an investigation about harassment/discrimination under this policy. Limited disclosure may be necessary to complete a thorough investigation.

**RACIAL/ETHNIC/NATIONAL ORIGIN HARASSMENT AND
DISCRIMINATION POLICY COVERING STUDENTS**

Each student has a responsibility to maintain an educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

Racial/Ethnic/National Origin Harassment and Discrimination

No student shall, on the basis of his or her race, ethnicity, or national origin be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any educational right, privilege, advantage or opportunity.

No person shall be disadvantaged or treated unfairly by the Board of Education or any of its personnel or students on the basis of race, ethnicity, or national origin, whether intentionally or otherwise, in any activity at any level of the operations of the school district.

Racial/Ethnic/National Origin Harassment

Racial/ethnic/national origin harassment may be any behavior, verbal or physical, which is imposed by an employee or student on a student because of race, national origin, or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcome and which causes or contributes to a racially/ethnically/national origin based hostile environment.

Such a hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual's school environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim's situation under all of the existing circumstances.

Such harassment may include, but is not limited to:

1. Racial/ethnic/national origin oriented verbal "kidding" or demeaning racial/ethnic innuendos, teasing, jokes or remarks of a racial/ethnic nature.
2. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
3. Racial/ethnic/national origin motivated intimidation and/or physical violence or threats of physical violence.

Racial/Ethnic/National Origin Discrimination

It is unlawful to discriminate against a student because of his/her race, ethnicity, or national origin.

Investigation of Harassment and/or Discrimination

In order to prevent, deter or correct such a hostile environment or concern about such discrimination, it is the responsibility of the administrative personnel to investigate any charges of racial/ethnic/national origin harassment or discrimination when brought to their attention and take appropriate corrective action.

1. Complaint Procedure

- a. The student desiring to file a harassment/discrimination complaint must present the complaint, in writing, to the Title VI Coordinator. If the student verbally complains to a staff member regarding such harassment, the staff member is required to report the complaint to the Coordinator. The Coordinator or his/her designee shall investigate the matter unless otherwise designated by the Board.
- b. If the Coordinator is the employee alleged to have engaged in the harassment/discrimination, the complaint shall be sent directly to the Superintendent. The Coordinator will either conduct the investigation set out below, or appoint an investigator in his/her place.
- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

2. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment/discrimination, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment/discrimination has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment/discrimination has occurred.

3. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment/discrimination, was found not to have engaged in harassment/discrimination, or whether the investigation was inconclusive. The report shall be issued to the complainant, or to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment/discrimination or inconclusive evidence shall end the investigation.
- c. If harassment/discrimination is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment/discrimination is eliminated for the victim and other individuals affected by the harassment/discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

4. Discipline

If harassment/discrimination is found to have occurred, the person who engaged in such harassment/discrimination may be disciplined. The discipline must be reasonably calculated to end the harassment/discrimination, up to and including suspension or expulsion of students. Any discipline must include a directive that the student or employee not engage in such harassment/discrimination in the future.

Annually, at the organizational meeting, the Board shall appoint the Title VI Coordinator for Non-Discrimination for the district.

School employees will be notified at least annually of their responsibility to report all instances of possible racial/ethnic/national origin discrimination or harassment of which they become aware and to whom such a report shall be made.

It is Board policy that all reports of such harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infractions. No student shall be subjected to retaliation for any good faith report of harassment/discrimination or participating in an investigation about harassment/discrimination under this policy. Limited disclosure may be necessary to complete a thorough investigation.

SECTION 504/ADA/TITLE VI GRIEVANCE PROCEDURE

It is the intent of the Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to disability. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities of the District, or in the employment of school district personnel.

The Board of Education hereby designates the Administrative Assistant as the district's Compliance Officer. The address of the district's Compliance Officer is 730 Peppard Avenue, Cadiz, Ohio, 43907. The telephone number is (740) 942-7800. The district's Compliance Officer will coordinate efforts to comply with this policy.

Grievance Procedure

This grievance procedure may be used for a complaint alleging a violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, or Title VI of the Civil Rights Act of 1964. A copy of the district's grievance procedure may be obtained from the district's Compliance Officer.

A person who believes s/he has a valid basis for a grievance may discuss the grievance informally and on a verbal basis with the district's Compliance Officer, who shall in turn investigate the complaint and reply with the answer to the complaint. S/He may initiate formal procedures according to the following steps:

- Step 1 – District's Compliance Officer Conference. A person who believes he/she has a valid basis for a grievance may initiate a grievance by making a written request for a conference with the district's Compliance Officer to discuss the complaint and seek resolution. The request shall fully describe the grievance, citing the specific circumstances or areas of dispute which have resulted in the complaint, and be filed as soon as possible, but not longer than ten (10) days after disclosure of the facts giving rise to the grievance. The district's Compliance Officer shall conduct the conference within five (5) school days following receipt of the request. The district's Compliance Officer will state in writing his/her decision to the individual within five (5) school days following the conference.
- Step 2 – Appeal to the Superintendent. If the grievance is not resolved satisfactorily at Step 1, the district's Compliance Officer's decision may be appealed in writing to the Superintendent. (If the Superintendent is the district's Compliance Officer, Step 2 will be skipped. The Appeal is to Step 3.) The appeal must be made within five (5) school days following the receipt of the district's Compliance Officer's decision. The Superintendent will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 – Appeal to the Board of Education. If the grievance is not satisfactorily resolved through Step 1, a written appeal may be made to the Board of Education. The grievance must be filed with the Superintendent's Office within five (5) school days of the Superintendent's written decision at Step 2. The Board or its designee will conduct a hearing regarding the alleged grievance within thirty (30) school days of filing of the appeal. The parties can agree to extend the time for the hearing. The Board or designee shall give the complainant a full and fair opportunity to present evidence relevant to the issues raised by the grievance. The complainant may, at his/her own expense, be assisted or represented by individuals of their choice, including legal counsel. The Board or designee will make a written decision to the district's Compliance Officer and complainant within ten (10) school days of the hearing.

Due Process Hearing Procedure

1. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer ("IHO") (i.e. by a person not employed by the Board of Education, not involved in the education or care of the child, and not having a personal or professional interest which would conflict with his/her objectivity in the hearing).

A person filing a grievance may also file a complaint at any time with the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114-2611.

2. The parties can agree to refer the due process issue to mediation. The mediator may be selected from the Office for Exceptional Children.
3. The school district may maintain a list of IHOs, which may include IDEA hearing officers, attorneys, and Directors of Special Education outside the district. The district's Compliance Officer will appoint an IHO from that list, and the costs of the hearing shall be borne by the school district. The appointment of an IHO will be made within fifteen (15) school days after the request for a due process hearing is received.
4. A party to a due process hearing shall have:
 - a. The right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;
 - b. The right to present evidence, confront, and cross-examine witnesses;
 - c. The right to a written or electronic verbatim record of such hearing; and

- d. The right to written findings of fact and decisions.
5. The IHO shall conduct the due process hearing within a reasonable period of time (i.e. not to exceed ninety (90) days of the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).
6. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) days prior to the date of the hearing, unless otherwise agreed to by the parties.
7. The person filing the grievance may be represented by another person of his/her choice, including an attorney.
8. The IHO shall make a full and complete record of the proceedings.
9. The IHO shall render a decision in writing to the parties within thirty (30) days following the conclusion of the hearing. The decision will include findings of fact.
10. Either party shall have a right to appeal the decision of the IHO upon filing a written request for an appeal within fifteen (15) days of the date of the IHO's written decision. The appeal request must be timely filed with the district's Compliance Officer.
11. In the request for an appeal, the requesting party shall specifically set forth the reasons the party feels the decision of the IHO is either contrary to and not supported by the evidence, or is otherwise contrary to law.
12. The appeal shall be heard by another IHO, who shall be appointed by the district's Compliance Officer.

SMOKING ON DISTRICT PROPERTY BY STAFF MEMBERS

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

HIV/AIDS
**(HUMAN IMMUNODEFICIENCY VIRUS/ACQUIRED IMMUNE
DEFICIENCY SYNDROME)**

General Principles

The Board of Education recognizes that the human immunodeficiency virus (HIV) and the condition of acquired immune deficiency syndrome (AIDS), which is caused by the HIV infection, are significant medical, legal, educational and social issues. The Board desires to protect the rights of all students and employees and does not discriminate against students and employees who are HIV-infected. The Board works cooperatively with State and local health organizations to assess the needs of HIV-infected students or staff and to keep updated on current educational information that could be included in the district's educational plan.

Current medical information available indicates that HIV cannot be transmitted from one individual to another by casual contact, i.e., the type of contact that occurs in the school setting, such as shaking hands, sharing an office or classroom, coughing, sneezing or the use of drinking fountains. Students who are infected with HIV are entitled to all rights, privileges and services accorded to other students. Decisions about any changes in the educational program of an HIV-infected student shall be made on a case-by case basis, relying on the best available scientific evidence and medical advice.

There shall be no discrimination against employees who are HIV-infected. The district provides equal opportunity for employment, retention and advancement for all staff members. Employees who are unable to perform their duties shall retain eligibility for all benefits that are provided for other employees with long-term diseases or disabling conditions, utilizing the information/rights in any negotiated agreement or Board policies as appropriate. A change in employment status or location due to HIV complications are made on a case-by-case basis.

Evaluating Students and Staff Who Are Infected with HIV

The Superintendent and/or designee is the person to be notified regarding all HIV incidences. When the Superintendent is notified by a parent/guardian, staff member, student and/or any other credible source that an individual in the district is infected with HIV, the Superintendent shall attempt to verify the health status of the individual, (i.e., consultation with parents/guardian, physician, health services personnel, etc.). Upon confirmation, the Superintendent shall discuss with appropriate staff members ways that the district may help anticipate and meet the needs of the student or staff member infected with HIV.

If there is no infectious disease that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall not alter the education program or job assignment of the infected person. The Superintendent shall periodically review the case with the infected person (and the parent(s)/guardian(s) of the student) and with appropriate medical advisors.

If there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall consult with the physician, public health official and the infected person (and the parent(s) of the student.) If necessary, they will develop an individually tailored plan for the student or staff member. Additional persons may be consulted, if this is essential for gaining additional information, with the consent of the infected staff member or the student's parent(s). The Superintendent should consult with the school attorney to make sure that any official action is consistent with Ohio and Federal laws.

If an individually tailored plan is necessary, it shall have minimal impact on either education or employment. The plan must be medically, legally, educationally and ethically sound. The Superintendent will periodically review individual cases and oversee implementation of the plan in accordance with local, Ohio and Federal laws.

Confidentiality

Information regarding a student or staff member infected with HIV is classified, by law, as confidential. Those individuals who have access to the proceedings, discussions or documents must treat such information as confidential. Only with the written consent of the staff member or the student's parent(s) shall other school personnel, individuals and agencies be informed of the situation/condition. All information pertaining to the case shall be kept by the Superintendent in a locked file; access to this file is granted only to those people who have written consent of the infected staff member or the infected student's parent(s). Records Release and Information Transmission will be administered as stipulated in the Ohio Revised Code.

Infectious Disease Advisory Committee

The President of the Board will appoint an HIV Advisory Committee. The Committee will consist of one member of the Board, the Superintendent, one principal, one teacher, the district's legal counsel, the school physician and/or nurse and a doctor who specializes in infectious diseases. Other persons who may be considered as members include a guidance counselor, a student and an official of the County/City Board of Health.

The function of the HIV Advisory Committee is:

- A. To keep informed regarding the latest medical developments and information regarding HIV;
- B. To advise the Board regarding policies and regulations and any changes which the Committee recommends in such policies;
- C. To advise the Board regarding the HIV education program;

- D. To develop guidelines for Board consideration on hygienic practices in schools; and
- E. To assist any student, parent or employee who is seeking information about HIV.

HIV Education Program

An educational program will be provided to students as part of the health curriculum.

BLOODBORNE PATHOGENS

The Board of Education recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

To reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an Exposure Control Plan. Bloodborne pathogens are defined as pathogenic micro-organisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

The plan shall include annual in-services for staff and students; first-aid kits in each school room and each school vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

The Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens.

Training followed by an offer of immunization with Hepatitis B vaccine shall be provided for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district.

Handling and Disposing of Contaminated Fluids

Health department information about the transmission of diseases including AIDS and Hepatitis B focuses on "body fluids" as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all staff and students. These actions should focus primarily on steps that staff members can take to ensure their own well-being.

Those who administer first aid, provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the district will be specifically protected through the district's Exposure Control Plan.

The procedures, however, are a review for all staff and students of appropriate hygienic and sanitation practices.

- A. Universally recognized precautions are to be followed at all times. Universally recognized precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens.
- B. Whenever possible, a student should be directed to care for his/her own minor bleeding injury. This includes encouraging students to apply their own bandaids. If assistance is required, bandaids may be applied after removal of gloves if the caregiver will not come into contact with blood or wound drainage.
- C. Gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.
- D. Complete and effective hand washing of at least 10 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials.
- E. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure, or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
- F. In the event handwashing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as possible.
- G. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an EPA* approved disinfectant. These surfaces include equipment, counters, mats (including those used in physical education and athletic events) or changing tables.
- H. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
- I. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's universally recognized precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
- J. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or a mechanical device such as a broom, brush and dust pan. Any such items found

must be disposed of in closable puncture resistant, leakproof containers that are appropriately labeled or color-coded.

- K. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
- L. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
- M. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a child with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.
- * Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleanser, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers.

SCHOOL SAFETY PLAN

The Administration is directed to prepare a comprehensive school safety plan for each school building. The plan shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety and shall consider operating changes to promote the prevention of potentially dangerous problems and circumstances. The Administration is to involve community law enforcement and safety officials, parents of students who are assigned to the building, and teachers and nonteaching employees who are assigned to the building. Remediation strategies shall be incorporated into the plan for any building where documented safety problems have occurred.

The following shall be incorporated into the plan:

- A. A protocol for addressing serious threats to the safety of school property, students, employees, or administrators; and
- B. A protocol for responding to any emergency events that do occur and that compromise the safety of school property, students, employees, or administrators.

Each protocol shall include procedures deemed appropriate by the Board of Education for responding to threats and emergency events, respectively, including such things as notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance, and informing parents of affected students. Prior to the first day of the school year, the administration shall inform each enrolled student and his/her parents of the parental notification procedures.

The Board shall update the safety plan at least once every three years and whenever a major modification to the building requires changes in the procedures outlined in the plan.

The Board shall file a copy of the current safety plan and building blueprint with each law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. The Board shall also file a copy of the current safety plan and a floor plan of the building, but not a building blueprint, with the Attorney General, who shall post that information on the Ohio law enforcement gateway or its successor.

If the Board revises a safety plan, building blueprint, or floor plan after the initial filing, the Board shall file copies of the revised safety plan, building blueprint, or floor plan in the manner described in this policy and Ohio law not later than the ninety-first day after the revision is adopted.

Copies of the safety plan and building blueprints are not a public record pursuant to O.R.C. §149.433.

SCHOOL CEREMONIES AND OBSERVANCES/PATRIOTIC EXERCISES

The Board of Education recognizes its responsibility to instill patriotism, which in part, includes saluting the flag and oral reciting of the Pledge of Allegiance. It also believes that one's appreciation of this Country is promoted by ceremonies and observances held in the schools.

Accordingly, all students and staff in the district's schools are encouraged to begin each day with an oral recitation of the Pledge of Allegiance to the U.S. flag. No classroom teacher is prohibited from providing a reasonable period of time for recitation of the Pledge of Allegiance. The Pledge of Allegiance used in this district shall be as set forth in 4 U.S.C. §4:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

The recitation of the Pledge of Allegiance may be done (1) via the public address system for unified building participation; (2) in each individual classroom under the leadership/direction of the teacher; or (3) in some other manner as specified by the building principal.

It is recognized that some individuals may object to such recitation on the basis of religion or conscience. Therefore, no student shall be required to participate in the recitation of the Pledge of Allegiance and any intimidation of any student by other students or staff aimed at coercing participation is prohibited. There shall also be, however, no tolerance for disruption/ridicule of this Pledge of Allegiance activity.

The district shall devote time on or about Veterans Day to an observance that conveys the meaning and significance of that day. The amount of time each school devotes to this observance shall be at least one hour or, if class is less than one hour, at least one standard class period.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at the close every day.

COPYRIGHT LAW

Employees of the Board of Education shall abide by the copying procedures set forth below and obey the requirements of the law. Under no circumstances may employees of the Board violate copyright requirements in order to perform their duties. The Board is not responsible for any violations of the Copyright Act by its employees.

Public Law 94-533, the Copyright Act, affects all employees, because it sets guidelines regarding the duplication and use of all copyrighted materials -- print, nonprint, music, pictorial, dramatic works, motion pictures, computer software, and others. The Superintendent is responsible for disseminating the guidelines set forth below for duplication and use of copyrighted materials to all employees.

Any employee who is uncertain as to whether the reproducing or use of copyrighted materials complies with Board policy or is permissible under law shall contact the Superintendent or his/her designee.

Guidelines for Use of Copyrighted Materials

Fair Use

- A. The "fair use" of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright law. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:
1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
 2. The nature of the copyrighted work;
 3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and,
 4. The effect of the use upon the potential market for or value of the copyrighted work.

These factors are discussed and defined in greater detail below.

Single Copying for Use in Teaching

- A. A single copy may be made of any of the following by or for a teacher for his/her scholarly research or use in teaching or preparation to teach a class.

1. A chapter from a book;
2. An article from a periodical or newspaper;
3. A short story, short essay or short poem, whether or not from a collective work; or
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple Copies for Classroom Use

- A. Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
1. The copying meets the tests for brevity and spontaneity as defined below;
 2. It meets the cumulative effect test as defined below; and
 3. Each copy includes a notice of copyright.
 4. a. Brevity: use of a copyrighted work must be limited in order to meet the brevity test of fair use. The following uses meet this brevity test:
 - (1) Poetry
 - (a) Copying of a complete poem if less than 250 words and if printed on not more than two pages; or
 - (b) If from a longer poem, an excerpt of not more than 250 words.
 - (2) Prose
 - (a) Copying of either a complete article, story or essay of less than 2,500 words; or
 - (b) An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

Each of the numerical limits stated in "poetry" and "prose" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

- (3) Illustrations: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (4) Special Works: "Special works" are defined as certain works in poetry, prose or in a "poetic prose" which often combine language with illustrations and which are intended sometimes for children, and at other times for a more general audience, and which fall short of 2,500 words in their entirety.

Paragraph two above (Prose) notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work, and containing not more than 10% of the words found in the text thereof, may be reproduced.

- b. Spontaneity: Spontaneity, for purposes of fair use, is met when the copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission from the person or entity holding the copyright to the work.
- c. Cumulative effect: The fair use test can only be met if the cumulative effect of unauthorized reproduction by various individuals does not diminish the copyright. Thus, the copying of the material can only be for one course in the school in which copies are made.

Additionally, not more than one short poem, article, story or essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

The limitations stated in the last two paragraphs above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

Permissible Educational Uses of Music

- A. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance, provided a purchased replacement copy, if available, is substituted for the copy in due course.
- B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section movement, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.
- C. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
- D. A single copy of recordings of performances by students may be retained by the educational institution or individual teacher.
- E. A single copy of a sound recording of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

Authorized Reproduction and Use of Copyrighted Audio-Visual Material

Board employees may copy certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.

- A. The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
- B. Recordings may be used in classroom or instructional settings.
- C. Recordings shall be used only in the facilities of the district and shall not be loaned or made available outside of those facilities.
- D. Permissible recordings of evening programs shall be retained for no more than seven days following the telecast unless an extension is received in writing in advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.

Authorized Reproduction and Use of Copyrighted Materials in the Library

- A. A library may make a single copy of a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- B. A library may provide a single copy of copyrighted material at cost.
 - 1. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied.
 - 2. The copy shall contain the notice of copyright and the person obtaining the copy shall be notified that the copy is to be used only for private study, scholarship or research, and that any other use could result in the person being liable for copyright infringement.
- C. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated below.

Copying Limitations

- A. Federal laws and regulations expressly provide the following prohibitions on copying copyrighted material:
 - 1. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
 - 2. Unless expressly permitted by agreement with the publisher and authorized by Board action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets or similar materials.
 - 3. Board employees shall not:
 - a. Use copies to substitute for the purchase of books, periodicals, music recordings, motion pictures, or other copyrighted material, except as permitted by law;
 - b. Copy or use the same items from term to term without the copyright owner's permission;

- c. Copy or use more than nine instances of multiple copying of protected material in any one term;
- d. Copy or use more than one short work or two excerpts from works of the same author in any one term; or
- e. Copy or use protected materials without including a notice of copyright. The following shall be a satisfactory notice:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW

Computer Software Copyright

The Board recognizes that computer software piracy is a major problem for the industry and that violations of copyright laws contribute to higher costs and lessen incentives for publishers to develop effective educational software. Therefore, in an effort to discourage software piracy and to prevent such illegal activity, the district will take the following steps.

- A. The ethical and practical implications of software copyright violations will be taught to all employees and students using district computer facilities and software.
- B. Employees and students will be informed that they are expected to adhere to section 117 of the 1976 Copyright Act and all subsequent amendments governing the use of software.
- C. Wherever possible, efforts will be made to secure software from being duplicated from floppy disks, hard drives or networked systems.
- D. Illegal copies of copyrighted software shall not be made or used on district equipment.
- E. District administrators shall be designated as the only individuals who may sign license agreements for educational software used on district computers.
- F. Documentation of licenses for software used on district computers will be located at the site where the software is being used.

Unsupervised Copy Equipment

- A. The following notice, in large type, shall be affixed to all district copying equipment (Xerox, Thermofax, audiotape recorder, videotape recorder and copy camera).

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

Library Copying for Students or Staff

- A. The following notice, in large type, shall be posted prominently where the copies are made available to students or staff:

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL.

- B. The following notice, in large type, shall be posted prominently where print copies are made available to students and/or staff:

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

REPORT OF SERIOUS VIOLATIONS

A principal, who is acting in his/her official or professional capacity, who has knowledge of or has observed a pupil committing a violation listed in O.R.C. §3313.662, which include those listed below, regardless of whether or not the pupil was 16 years of age or older at the time of commission of the act or violation and the violation was committed on property owned and controlled by, or at any activity held under the auspices of the Board of Education:

1. Shall, within one school day after obtaining his knowledge of or observing the act or violation, report the violation to the superintendent of the school district in which the school is located or to the designee of the superintendent; and
2. May, within a reasonable period of time after obtaining his knowledge of or observing the act or violation, report the act or violation to a law enforcement officer of the jurisdiction in which the violation occurred or, if the pupil is a juvenile, report the violation to either a law enforcement officer of the jurisdiction in which the act occurred or in the jurisdiction in which the pupil resides.

Violations set forth in O.R.C. §3313.662 to be reported:

- A. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possess any deadly weapon or dangerous ordnance onto any property owned or controlled by, or to any activity held under the auspices of the Board.
- B. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of the Board;
- C. O.R.C. §2925.03 Divisions (A)(1), (4), (5), (6), (7), (9), or (10) which makes it illegal to traffic in drugs if the trafficking was committed on property owned or controlled by, or at an activity held under the auspices of the Board;
- D. O.R.C. §2925.11, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of the Board;
- E. A violation of the following O.R.C. sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:

1. O.R.C. §2903.01, aggravated murder;
 2. O.R.C. §2903.02, murder;
 3. O.R.C. §2903.03, voluntary manslaughter;
 4. O.R.C. §2903.04, involuntary manslaughter;
 5. O.R.C. §2903.11, felonious assault;
 6. O.R.C. §2903.12, aggravated assault;
 7. O.R.C. §2907.02, rape;
 8. O.R.C. §2907.05, gross sexual imposition; or
 9. O.R.C. §2907.12, felonious sexual penetration.
- F. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the Board.

FOOD SALE STANDARDS AND SERVICES

The Board of Education hereby adopts nutrition standards governing the types of food and beverages that may be sold on school premises and specifying the time and place for such approved food and beverages to be sold. In developing those standards, the Board shall:

1. Consider the nutritional value of each food or beverage;
2. Consult with a licensed dietitian, a registered dietetic technician, or a certified or credentialed school nutrition specialist who may be a Board employee, a consultant, or a volunteer; and
3. Consult the USDA Dietary Guidelines for Americans and incorporate to the extent possible.

Nutritional Standards Effective July 1, 2011

No food or beverage may be sold on school premises except in accordance with the following standards, effective July 1, 2011:

1. Vending machines shall not be placed in any classroom unless the classroom is also used to serve student meals. This does not apply to vending machines that sell only milk, reimbursable meals provided under the National School Lunch Program, or food and beverage items that are part of a reimbursable meal and are sold individually in the same portion size as found in the reimbursable meal.
2. A la carte beverage items shall not be sold during the regular or extended school day, except as follows:
 - a. In the elementary schools:
 - (1) Water;
 - (2) Prior to January 1, 2014, eight (8) ounces or less of low-fat or fat-free milk, including flavored milk, that contains not more than one hundred seventy (170) calories per eight (8) ounces;
 - (3) Beginning January 1, 2014, eight (8) ounces or less of low-fat or fat-free milk including flavored milk, that contains not more than one hundred fifty (150) calories per eight (8) ounces;
 - (4) Eight (8) ounces or less of one hundred percent (100%) fruit juice, or a one hundred percent (100%) fruit juice and water blend with no added sweeteners, that contains not more than one hundred sixty (160) calories per eight (8) ounces.
 - b. In the middle school(s):
 - (1) Water;

- (2) Prior to January 1, 2014, eight (8) ounces or less of low-fat or fat-free milk, including flavored milk, that contains not more than one hundred seventy (170) calories per eight (8) ounces;
 - (3) Beginning January 1, 2014, eight (8) ounces or less of low-fat or fat-free milk including flavored milk, that contains not more than one hundred fifty (150) calories per eight (8) ounces;
 - (4) Ten (10) ounces or less of one hundred percent (100%) fruit juice, or a one hundred percent (100%) fruit juice and water blend with no added sweeteners, that contains not more than one hundred sixty (160) calories per eight (8) ounces.
- c. In the high school(s):
- (1) Water;
 - (2) Prior to January 1, 2014, sixteen (16) ounces or less of low-fat or fat-free milk, including flavored milk, that contains not more than one hundred seventy (170) calories per eight (8) ounces;
 - (3) Beginning January 1, 2014, sixteen (16) ounces or less of low-fat or fat-free milk including flavored milk, that contains not more than one hundred fifty (150) calories per eight (8) ounces;
 - (4) Twelve (12) ounces or less of one hundred percent (100%) fruit juice, or a one hundred percent (100%) fruit juice and water blend with no added sweeteners, that contains not more than one hundred sixty (160) calories per eight (8) ounces.
 - (5) Twelve (12) ounces or less of any beverage that contains not more than sixty-six (66) calories per eight (8) ounces;
 - (6) Any size of a beverage that contains not more than ten (10) calories per eight (8) ounces, which may include caffeinated beverages and beverages with added sweeteners, carbonation, or artificial flavoring.
3. At least fifty percent (50%) of the a la carte beverage items sold from the District's food service program, vending machines, and school or school-sponsored stores must be water or other beverages containing not more than ten (10) calories per eight (8) ounces. This does not apply to vending machines that sell only milk, reimbursable meals provided under that National School Lunch Program, or food and beverage items that are part of a reimbursable meal and are sold individually in the same portion size as found in the reimbursable meal.

Enforcement of Standards

The Board directs the Superintendent or his/her designee to ensure that district schools meet the nutrition standards adopted by the Board. The Superintendent or his/her designee shall prepare an annual report regarding compliance with these standards and make a presentation to the Board at one of its regular meetings. Copies of the report shall be made available to the public upon request.

During school hours, food sold in the schools or cafeteria must adhere to criteria established by the USDA as meeting the reimbursable meal criteria. Free and reduced-priced lunch and (when applicable) breakfast will be provided to students who cannot afford to pay the price of the meal.

Such food items will not come under this classification during:

- A. Athletic events;
- B. Special holiday programs; and
- C. Special events which do not supplement the regular lunch program

This classification of food will not encompass regular employees, certified or classified.

At least one employee who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver shall be present while students are being served food.

Definitions

1. “A la carte item” means an individually-priced food or beverage item that is available for sale to student through any of the following:
 - a. A school food service program;
 - b. A vending machine located on school property;
 - c. A store operated by the school, a student association, or other school-sponsored organization.

“A la carte item” does not include any food or beverage item available for sale in connection with a school-sponsored fundraiser held outside of the regular school day, any other school-sponsored event held outside of the regular school day, or an interscholastic athletic event. “A la carte item” also does not include any food or beverage item that is part of a reimbursable meal and that is available for sale as an individually-priced food item in a serving portion of the same size as in the reimbursable meal, regardless of whether the food or beverage item is included in the reimbursable meal served on a particular school day.

2. “Added sweeteners” means any additives that enhance the sweetness of a beverage, including processed sugar. “Added sweeteners” do not include any natural sugars found in fruit juices that are a component of the beverage.
3. “Extended school day” means the period before and after the regular school day during which students participate in school-sponsored extracurricular activities, latchkey programs as defined in O.R.C. 3313.207, or other academic or enrichment programs.
4. “Regular school day” means the period each school day between the designated arrival time for students and the end of the final instructional period.

SCHOOL NUTRITION AND WELLNESS

The Board of Education is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

- A. The Child Nutrition Programs comply with federal, state, and local requirements and are accessible to all children.
- B. Sequential and interdisciplinary nutrition education is provided and promoted.
- C. A variety of healthy foods and beverages are made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day consistent with the current Dietary Guidelines for Americans.
- D. All food made available by the food service department on campus adhere to food safety and security guidelines.
- E. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
- F. If food is to be used as a reward for the completion of academic tasks or projects, it is encouraged that it be healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.
- G. Physical activity for students is encouraged outside of Physical Education class.
- H. Physical activity is encouraged for all employees as a means to improve physical and mental health.
- I. Physical activity should not be used as a punishment for the non-completion of academic tasks or projects.
- J. Sequential health education concerning communicable diseases and their prevention is provided and promoted.
- K. All school-based activities are consistent with local wellness policy goals.
- L. Students, staff, parents, and visitors are prohibited from using tobacco on school premises, in school vehicles, and at school functions.

- M. Tobacco, alcohol, illegal drug advertising (including, but not limited to all clothing: t-shirts, pants, hats) on signs in school buildings, at school functions, and in school publications is prohibited.
- N. Require that all students receive instruction on avoiding tobacco, illegal drugs, and alcohol use.
- O. Help students who violate smoking policies to quit smoking rather than just punishing them.
- P. Recommend smoking cessation programs for staff.

The following person(s) are designated to measure the effectiveness of and to oversee the implementation and evaluation of the policy requirements and goals: Superintendent or designee, Food Service Director, and Building Principals.

Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.

APPLICATION OF PESTICIDES

The Board of Education follows the standards for the safe application of pesticides in the classroom buildings of the district as established by the Ohio Department of Agriculture.

The Board designates the Director of Operations to serve as the Contact Person for any pesticide application in classroom buildings of the district. The Contact Person shall maintain the necessary documentation for:

- A. Each application of pesticide(s) in a classroom building for a period of one (1) year following the date of application; and
- B. The notification provided to individuals who requested prior notice of pesticide application according to the Notice Procedure.

Notice Procedure

At the beginning of each school year or with initial enrollment or employment, the Superintendent or his/her designee shall inform the parent(s) or guardian(s) of a minor student, any adult students, and all faculty and staff members that they may request and receive prior notice of scheduled pesticide applications by one of the following methods: regular mail, e-mail, listserv, or any other method selected by the district.

The district shall provide notice to individuals who have requested prior notice and provided their necessary contact information at least three (3) days in advance of a scheduled application of a pesticide. If special circumstances (for example, a health threat that requires immediate application) prevent notice from being provided in advance of the application, the district shall provide notice of the application as soon as possible, including the reason why advance notice could not be provided.

This notice procedure does not apply to the application of disinfectants, sanitizers, germicides, or anti-microbial agents.

NO IDLING

The unnecessary idling of diesel engines may be a source of harm to the environment and to human beings, and wastes the limited natural and financial resources available to the Board of Education.

Drivers of diesel engine-vehicles owned by or operated on behalf of the Board, including school buses, shall minimize the amount of time that engines are left idling. Unless the operation of a wheelchair lift is required, diesel engine-vehicles shall not be left idling in a school loading zone in excess of five (5) minutes.

HEALTH AND SAFETY IN SCHOOL BUILDINGS

The Board directs the Superintendent to periodically review the policies and procedures of the Board to ensure that students, employees, and other persons using district buildings are safe from any known hazards in the buildings or on the building grounds that, in the judgment of the Superintendent, pose an immediate risk to health or safety. The Superintendent shall further ensure that the policies and procedures of the Board comply with all federal laws and regulations regarding health and safety applicable to school buildings.

ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN

The Superintendent or designee is directed to develop and maintain an Electronic Data Processing Disaster Recovery Plan (“Plan”) for use in the event the district’s electronic data processing equipment should become unusable or be corrupted or the district’s data should be destroyed, deleted, or corrupted. The Plan must include procedures that will be implemented based on minor interruption of service, total service failure, or “permanent” loss of data. The Superintendent is directed to enlist the assistance of data back-up and recovery experts.

The Plan may include a reciprocal agreement with other educational service centers or data acquisition sites, which site outlines the scope of reciprocal services such as access to the computer facility of the alternative, computer time and personnel assistance, and costs. The Plan should also include a method of backing up essential data on a regular basis to avoid a permanent loss of essential data.

The Plan shall be reviewed on a periodic basis to verify that the Plan is sound.

USE OF UNMANNED AERIAL VEHICLES (DRONES)

For purposes of this policy, an unmanned aerial vehicle, commonly known as a drone, is any aircraft without a human pilot aboard the device.

The use of drones is prohibited for any purpose by any person on District property during athletic contests without the prior written approval of the District's Superintendent or designee. District administrators shall remove anyone attempting to use a drone and/or confiscate the drone until the athletic contest has been completed. An exception to this policy may be made in specific cases for the District's broadcast partners.

The use of drones is prohibited, without exception, during Ohio High School Athletic Association tournament contests hosted on District property.

LEGAL REFS: OHSAA General Sports Regulations 2015-2016, Media Regulations

Adopted: November 17, 2016

ELIGIBILITY FOR FREE OR REDUCED PRICE MEALS OR FREE MILK

A determination of a student's eligibility for free or reduced price meals or free milk ("benefits") shall be made in accordance with the criteria established by the National School Lunch Program, School Breakfast Program, and the Special Milk Program. A student or his/her legal guardian (hereinafter "student") may appeal the District's decision with respect to an application for benefits by notifying the student's building principal. Should an appeal be made, a hearing shall be held.

Hearing Procedure

Both the student and the District shall have an opportunity to be assisted or represented by an attorney or other person, and an opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal.

The hearing shall be held with reasonable promptness and convenience, and adequate notice shall be given as to the time and place of the hearing. The student may present oral or documentary evidence and arguments supporting a position without undue interference. The student may question or refute any testimony or other evidence and confront and cross-examine any adverse witnesses.

The hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previously held conference. The decision of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record. The parties concerned and any designated representative shall be notified in writing of the decision of the hearing official. A written record shall be prepared with respect to each hearing, which shall include the challenge or the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefor, and a copy of the notification to the parties concerned of the decision of the hearing official.

The written record of each hearing shall be preserved for a period of three (3) years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during that period.

Continuation of Benefits

When a student disagrees with an adverse action which affects his/her benefits and requests a hearing, benefits shall be continued as follows while the student awaits the hearing and decision:

CHILD FIND

This policy is intended to set forth a practical method which can be implemented to determine which children are currently receiving needed special education and related services.

Scope

The following children shall be identified, located, and evaluated as required by the Individuals with Disabilities Education Act:

1. All children with disabilities who are residing in the District, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending nonpublic schools, regardless of the severity of their disability, and who are in need of special education and related services;
2. Children who are suspected of being a child with a disability under the definition of child with a disability in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code and in need of special education, even though they are advancing from grade to grade; and
3. Highly mobile children, including migrant children.

Disproportionality

The District shall collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring in the District with respect to:

1. The identification of children as children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in the definition of “child with a disability” in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code;
2. The placement in particular educational settings of these children; and
3. The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

Data Reporting

The District shall maintain an education management information system and submit data to the Ohio Department of Education pursuant to rule 3301-14-01 of the Ohio Administrative Code.

LEGAL REFS: O.R.C. §3321.04
O.A.C. 3301-51-03

Adopted: November 17, 2016

1. Students who have been approved for benefits and who are subject to a reduction or termination of benefits later in the same school year shall receive continued benefits if they appeal the adverse action within the ten (10) day advance notice period; and
2. Students who are denied benefits upon application shall not receive benefits.

LEGAL REFS: 7 C.F.R. §245.7

Adopted: November 17, 2016