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STUDENT POLICIES GOALS

The Board advocates the following goals:

1. to enhance equal educational opportunities for all students;
2. to instill in all students the ability to be critical thinkers and to strive for lifelong learning;
3. to promote faithful attendance;
4. to ensure that the Constitutional rights of all students as citizens in a democracy have practical meaning and application;
5. to develop in students a deep sense of personal responsibility for their actions;
6. to attend vigorously to matters of student safety, health and welfare;
7. to deal justly and constructively with all students in matters of discipline and
8. to help all students feel that they are valued as individual persons in the school environment.

[Adoption date: June 18, 2002]

LEGAL REFS.: Ohio Const. Art. II
ORC 3313.48

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age or disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

[Adoption date: June 18, 2002]

(Revision date: February 17, 2009)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
Executive Order 11246, 1965, amended by Executive Order 11375
Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)
Individuals with Disabilities Education Act; 20 USC 1400 et seq.
Americans with Disabilities Act; 42 USC 12101 et seq.
Vocational Rehabilitation Act of 1973, Section 504
ORC 9.60 through 9.62
 Chapter 4112
 5903.01 (G)
OAC 3301-35-02; 3301-3504

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
IGBA, Programs for Students with Disabilities
IGBB, Programs for Gifted and Talented Students
IGBI, English as a Second Language, (Limited English Proficiency)
IGBJ, Title I Programs
JECAA, Admission of Homeless Students
JFA, Student Due Process Rights

THIS IS A REQUIRED POLICY

SCHOOL ATTENDANCE AREAS

The Board determines attendance areas for the various schools of the District. The Superintendent recommends boundary lines, taking into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns. Except as the foregoing factors influence boundary lines, the area established should permit each student to attend the school nearest his/her place of residence.

Students are expected to attend the schools in the areas in which they live; individual exceptions may be made within Board policy or may be made in the best interests of the student and/or the schools.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 3313.48; 3313.64; 3313.65; 3313.97
3319.01

CROSS REFS.: JECBD, Intradistrict Open Enrollment
JECC, Assignment of Students to Schools

COMPULSORY ATTENDANCE AGES

Under law, children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the Minimum Standards prescribed by the State Board of Education until one of the following occurs.

1. The person receives a diploma or certificate of high school equivalence granted by the Board or other governing authority indicating such student has successfully completed all State and local requirements.
2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State Law.
3. The person is excused from school under standards adopted by the State Board of Education pursuant to Ohio law.

The parent(s) of any person that is of compulsory school age must send such person to school unless he/she is exempt as listed above.

[Adoption date: June 18, 2002]
(Revision date: December 15, 2015)
(Revision date: August 16, 2016)

LEGAL REFS.: ORC 3301.80; 3301.81
3321.01 et. seq.
3331.02
OAC 3301-35-02

CROSS REFS.: IGBG, Home-Bound Instruction
JEB, Entrance Age (Mandatory Kindergarten)
JEG, Exclusions and Exemptions from School Attendance
JFE, Pregnant Students

ENTRANCE AGE
(Mandatory Kindergarten)

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten. Each child who is six years of age on or before August 1 and who has successfully completed kindergarten is eligible to enroll in the first grade.

The District policy requiring successful completion of kindergarten may, upon parental request to the pupil personnel services committee, be waived provided the child demonstrates to the satisfaction of the committee the social, emotional and cognitive skills necessary for first grade, and that the child is at least six by the District admittance date. This committee shall be comprised as set forth in the Ohio Revised Code.

When a request for early entrance to kindergarten is received, the building principal interviews the parent(s) and child and arranges for the testing. The child's fifth birthday must fall between August 2 and December 31 of the year requested for early entrance. The testing assists the Superintendent by measuring the following areas.

1. The child's mental age should be between 14 and 16 months above his/her chronological age as determined by standardized tests.
2. The child's total I.Q. should be at least 125 on a deviation scale as determined by standardized testing.
3. The child should possess and demonstrate social and emotional characteristics that permit conformity with the pattern of behavior commonly expected of children in kindergarten.
4. Admission of the child is recommended by both the school psychologist and building principal.

[Adoption date: June 18, 2002]
(Revision date: September 19, 2006)

LEGAL REFS.: ORC 3321.01
OAC 3301-35-04 (F)

CROSS REFS.: IKEB, Acceleration
JEA, Compulsory Attendance Ages
JEB, Early Entrance to Kindergarten

THIS IS A REQUIRED POLICY

ENTRANCE AGE

Looking Ahead

When considering early entrance for your child, look beyond the next nine months. Consider the implications of early entrance in the years to come.

1. He/She will always be the youngest child in the class, instead of one of the older children.
2. Boys especially may be at a disadvantage in the pre-teen years when sports play a vital part in their life, and physically their growth may lag.
3. Most of the classmates may reach puberty, with the attending growth spurt and change of interests, before he/she does.
4. Most of the other children can get a job and drive a car, while he/she is only 15.
5. High school graduation at 17 poses a problem in terms of employment, or part-time jobs to earn money for college.

Consideration for early admission at school is meant for the small percentage of truly gifted children in any population whose overall development in all areas is significantly advanced. This includes intellectual, social, emotional and perceptual-motor areas. In order to develop their full academic potential such children need challenge, stimulation, and the opportunity to stretch themselves. Holding them back with children not their mental equals sometimes dampens their enthusiasm for learning, reducing motivation and leading to the development of poor study habits. It is for these children that the provision for early entrance was incorporated in the Ohio law.

Early entrance is a serious decision which affects your child's future. Weigh it carefully.

Early entrance is not mandatory, it is established to accommodate the request of parents of children who:

1. have their fifth birthday between September 1 and January 1 for school year 2002-2003 and August 2 and January 1 for school year 2003-2004 and thereafter;*
2. would be harmed if school entrance were delayed until the legal age for admission;*
3. possess social and emotional maturity to the degree that they can successfully adjust to a classroom setting with older children and*
4. display superior intellectual ability on a standardized test. (Upper 5% of the population, or 14 to 16 months advanced mentally over their age mates).*

Results of research indicate that with rare exceptions children adjust more adequately and later on achieve better when in a class with children of like ages.*

Entering school early tends to bring social, emotional, and academic difficulties that are minimized only if children have usually well-developed social and emotional maturity.*

In general, most children will have the best chance for successful experience if they begin their schooling with children of their own age group at the usual time of entrance.*

*Early entrance, for those for whom it is intended, is a form of acceleration sometimes employed rather than skipping a grade later on in school.

Applications for early entrance kindergarten will be evaluated as follows:

1. Parent-principal interview will be held at the local elementary school.
2. Parents complete application form provided by principal.
3. In May and/or in July, each child will be evaluated by a school psychologist using educationally accepted standardized tests which measure:
 - A. mental ability
 - B. emotional and social maturity
 - C. visual perception and eye-hand coordination
4. Those meeting the criteria prescribed by the Mid-Ohio Educational Service Center will be admitted to kindergarten on a six-week trial basis.
5. A parent-principal-psychologist-teacher conference will be held at the end of the third week of school to assess adjustment.
6. A principal-teacher evaluation will be held to determine final admission at the end of the sixth week of school.

Upon entering kindergarten, a child is expected to:

- A. dress himself/herself, including coat and boots
- B. care for toilet needs
- C. follow directions
- D. listen without interrupting
- E. express ideas clearly in sentences
- F. be secure in groups
- G. be self-confident
- H. be able to work with adults other than parents
- I. listen to and retell a simple story
- J. answer questions about himself/herself

EARLY ENTRANCE TO KINDERGARTEN

State law establishes minimum age requirements for admission to kindergarten and sets forth requirements for a standardized testing program to evaluate those students deemed ready by parents for early admission.

Children who will be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested are evaluated upon the request of the child's parent or legal guardian.

Children who will not yet be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested are also evaluated for possible early admittance if referred by an educator within the District or a preschool educator, a pediatrician or a psychologist who knows the child. The building principal may also request evaluation at his/her discretion.

When a request for early entrance to kindergarten is received, the building principal/designee interviews the parent(s) and child and arranges for testing. Testing criteria are established as follows.

1. The child should score at least two standard deviations above the mean, minus the standard error of measure on an appropriate individual intelligence test.
2. The child should score in the 95th percentile on an appropriate individual achievement test.
3. The child's visual-motor maturity level should be between 14 and 16 months above his/her chronological age as determined by an appropriate measure of visual-motor development.
4. The child should possess and demonstrate social and emotional characteristics that permit conformity with the pattern of behavior commonly expected of children in kindergarten.
5. Admission of the child is recommended by both the school psychologist and building principal.

Referrals for students to be evaluated and assessed should be made to the building principal. Students referred and having parental permission are tested using a variety of assessments. The assessments are reviewed by an acceleration evaluation committee to determine the most appropriate and available learning environment for the students.

The committee issues a written recommendation to the building principal and the students' parents. Parents have the right to appeal the committee's recommendation to the Superintendent/designee.

The committee develops a written acceleration plan for any student who is admitted early to kindergarten. The parents of the student are provided with a copy of the written plan.

[Adoption date: June 18, 2002]
(Revision date: September 19, 2006)
(Revision date: June 19, 2007)

LEGAL REFS.: ORC 3321.01 3324.01 et seq.
OAC 3301-51-15

CROSS REFS.: IGBB, Programs for Gifted and Talented
Students IKEB, Acceleration
JEB, Entrance Age (Mandatory Kindergarten)

THIS IS A REQUIRED POLICY

SCHOOL ADMISSION

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent or a person or government agency with legal custody whose place of residence is within the boundaries of the District.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her which are maintained by the school most recently attended. A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

Admission may be denied to any student who is currently under expulsion from another school district where the period of expulsion has not yet expired.

In addition, students released from the Department of Youth Services (DYS) just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DHS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DHS custody;
3. the student's current individualized education program (IEP), if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

[Adoption date: June 18, 2002]
(Revision date: October 21, 2003)
(Revision date: September 21, 2004)
(Revision date: March 17, 2015)
(Revision date: December 20, 2016)

LEGAL REFS.: ORC 2152.18(D)(4); 3109.52; 3109.53; 3109.65; 3109.66; 3313.48;
3313.64; 3313.67; 3313.671; 3313.672; 3317.08; 3321.01
OAC 3301-35-04(F)

CROSS REFS.: AFI, Evaluation of Educational Resources
IGBA, Programs for Students with Disabilities
JECAA, Admission of Homeless Students
JECB, Admission of Nonresident Students
JEE, Student Attendance Accounting (Missing and Absent Children)
JHCB, Inoculations of Students
JO, Student Records

ADMISSION OF HOMELESS STUDENTS

The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. 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;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
7. migratory students living in circumstances described above and
8. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews the revised Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;

2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;
3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liason is trained in compliance with law;
4. it provides training opportunities for staff on identifying and serving homeless students;
5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency of other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;
6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to nonhomeless students and
7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

The liaison carries out all duties required by law, ensures compliance with the sub grant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan Ohio and Federal law for the education of homeless children and youth.

[Adoption date: June 18, 2002]
(Revision date: June 19, 2007)
(Revision date: December 15, 2015)
(Revision date: December 20, 2016)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
42 USC Sections 11431 et seq.
ORC 9.60 through 9.62
3313.64 (F) (13)
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: AC, Nondiscrimination
JB, Equal Educational Opportunities
JECB, Admission of Nonresident Students
JEC, School Admission
JHCB, Immunizations
JO, Student Records

THIS IS A REQUIRED POLICY

ADMISSION OF HOMELESS STUDENTS
(Enrollment Dispute Resolution Process)

The District is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: eligibility, enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.

Should a dispute arise over school selection or enrollment in a school, the parents, guardians and unaccompanied youth may initiate the resolution process directly at the school they choose or with the District homeless liaison. Written and/or oral communication may be provided to support their views. Students are provided with all services for which they are eligible while the dispute is being resolved.

Disputes should be resolved at the District level, rather than the school level. The District makes the resolution process as informal and accessible as possible, allowing for impartial and complete review.

Written documentation from the District is complete, as brief as possible, simply stated and provided in a language the parent, guardian or unaccompanied youth can understand.

The following steps are taken when a dispute arises over school selection or enrollment in a school:

1. The District provides the parent/guardian or unaccompanied youth with a written explanation of the school's decision regarding school selection or enrollment.
2. The District informs the parent/guardian or unaccompanied youth in writing of their right to appeal the decision.
3. Should the dispute continue, the District refers the parent/guardian or unaccompanied youth to the District homeless liaison who shall review the complaint and issue an opinion in writing to the parent/guardian or the unaccompanied youth.
4. Should the dispute continue, the District homeless liaison assists the involved parties in presenting the situation to the Ohio Department of Education homeless education coordinator.
5. The state homeless education coordinator recommends a decision for distribution to the parent/guardian or unaccompanied youth, local Superintendent and District liaison.
6. Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

[Adoption date: December 15, 2015]
(Revision date: December 20, 2016)

ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with Ohio law.

In compliance with Ohio law and Board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the District;
(The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services;
(The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan;
(The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a home builder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)

7. the student is not otherwise entitled to attend school in the District but his/her parent is a full-time employee of the District, provided the Board establishes such an admission policy;
(Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s) provided that the Board and the board of education of the district in which the student's parent(s) reside enters into a written agreement showing good cause for the student to be admitted to the District;
(The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)
10. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;
11. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
12. the student is under the age of 22 and resides in a new school district because of the death of a parent;
(The student is entitled to finish the current school year in the District upon approval of the Board.)
13. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or
(The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)
14. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or
3. for adult residents or support staff employees of the District who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or nonadmittance of the student.

Tuition Students

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the State, based on a per-student cost determined in compliance with State law. Nonresident students must provide all records required of resident students in compliance with State law.

[Adoption date: June 18, 2002]

(Revision date: December 16, 2003 – September 21, 2004)

LEGAL REFS.: ORC 2152.18(D)(4)
3109.52; 3109.53; 3109.65; 3109.66
3311.211
3313.64; 3313.644; 3313.645; 3313.65; 3313.672; 3313.90
3317.08
3319.01
3323.04
3327.04; 3327.06
OAC 3301-35-04
3301-42-01

CROSS REFS.: JECCAA, Admission of Homeless Students
JECBA, Admission of Exchange Students
JECBB, Admission of Interdistrict Transfer Students
JO, Student Records

CONTRACT REF.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

NOTE: THIS IS A REQUIRED POLICY

ADMISSION OF NONRESIDENT STUDENTS

The Board will accept tuition students under the following conditions:

1. The District must have space available.
2. The acceptance of a tuition student must not cause a regular student to be displaced from a scheduled class because of overcrowding.
3. The student will not be accepted if he/she has had a past history of major discipline problems such as: insubordination, illegal drug usage, assault, dangerous weapons, etc..
4. The tuition must be paid on a monthly basis in advance and will be based on the current state-assigned tuition rate for the District.
5. The Board and the administration will review every request for entrance by a tuition student on an individual basis and reserves the right to reject any request.
6. If a tuition student violates the student behavior code or any policy of the Board, he/she may forfeit his/her right to attend the District.

(Approval date: June 18, 2002)

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 same requirements and expectations required of resident 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 the District in order to be eligible for athletics.

[Adoption date: June 18, 2002]
(Revision date: December 16, 2003)
(Revision date: December 16, 2008)
(Revision date: August 18, 2015)

LEGAL REFS.: ORC 3313.20; 3313.535; 3313.61; 3313.615; 3313.64

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities
IGDJ, Interscholastic Athletics
IGDK, Interscholastic Extracurricular Eligibility
IKFB, Graduation Ceremonies
JECB, Admission of Nonresident Students
JHCB, Inoculations of Students

ADMISSION OF EXCHANGE STUDENTS

The following regulations shall be observed in administering the foreign exchange student program:

1. Exchange students must be associated with an organized foreign exchange program that is approved by the Board. Such programs must maintain either an office or a representative in Ohio.
2. The sponsoring parents and/or representatives of the approved sponsoring organization must contact the designated coordinator of the foreign exchange student program in the high school guidance office.
3. The Board reserves the right to restrict the number of foreign exchange students in any given academic year.
4. The school reserves the right to deny enrollment to foreign exchange students if approval by the high school guidance office has not been given by July 1 preceding the year of desired enrollment.
5. In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival.
6. Exchange students must be full-time students carrying a full academic class load. Enrollment eligibility shall be determined on an annual basis. Exchange students shall receive pass/fail grades only for purposes of class GPA ranking. The coordinator shall keep a record of the students' actual grades for permanent records.
7. Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.
8. Priority for enrollment will be granted to students enrolling in a level other than grade 12.
9. In order for an exchange student to receive a regular diploma, the exchange student must successfully complete a program of study developed by the principal/designee and fulfill all other requirements for graduation. Exchange students must complete the applicable state mandated testing requirements for graduation. Exchange students may be exempt from passing the applicable social studies assessment(s) required for graduation. Exchange students are not eligible for an honors diploma.

Exchange students who are subject to the requirements of the Ohio Graduation Tests (OGT) and wish to qualify for graduation under alternative testing conditions are required to pass the OGT in social studies in order to graduate.

Exchange students who complete the program of study will be permitted to participate in graduation ceremonies with expenses borne by the student or sponsoring parents.

10. Exchange students are expected to share their cultural heritage to the fullest extent possible including topics such as government, economics, historical understanding and language.
11. Exchange students are subject to the same policies, rules, fees, fines and regulations of the Board that apply to all high school students.

(Approval date: June 18, 2002)

(Revision date: April 19, 2004)

(Revision date: September 15, 2009)

(Revision date: August 18, 2015)

OPEN ENROLLMENT

Interdistrict Open Enrollment

In compliance with O.R.C. 3313.98, the Lucas Local Board of Education approved interdistrict, statewide, open enrollment with respect to grade level capacities, building capacities, and program capacities for the upcoming school year.

The aforementioned policy and capacities will be established and reviewed annually by the Board of Education based on the recommendation of the Superintendent. All nonresident students must apply annually for interdistrict open enrollment within the Administrative guidelines. Previously enrolled students will be given preference over first time applicants.

Athletic Eligibility

The Ohio High School Athletic Association has ruled on Open Enrollment student-athlete eligibility in Bylaw 4-7-3. The Lucas Local School District is a member of the OHSAA, and abides by all rules set forth by that organization.

Bus Transportation

The Lucas Local School District will not be required to alter established school bus routes which are contiguous to the boundaries of the Lucas Local School District. The family may provide transportation to the established bus stop within the receiving district provided capacities of buses are not met.

Graduation Credits

The Lucas Board of Education will accept all credits toward graduation from enrolled students who are residents of Ohio school districts.

Provision of Information

In compliance of O.R.C. 3313.98, the Lucas Local Board of Education will provide information regarding open enrollment to the Superintendent and Board of Education of appropriate school districts and, upon request, to parents of students who reside in those Ohio school districts.

Special Education Services

Pursuant to O.R.C. 3313.98, the Lucas Local Board of Education will deny the enrollment of special education student who is a resident of another Ohio school district and who requires services which are not available in the Lucas Local School District. Students requiring special education services which are offered in the Lucas Local School District will be obligated to attend the school building where the services specified in the student's IEP are available. If a student is subsequently placed in a Lucas unit, the student's placement for the following year will be subject to the requirements of the guidelines during the reapplication process in the spring.

Non-discrimination

The Lucas Board of Education will enroll students without differentiation on the basis of academic, athletic, artistic, or extra-curricular activity, nor proficiency in English. No person shall, on the basis of race, color, creed, national origin, citizenship status, marital status, sex, or disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program.

Administrative Guidelines

- 1) Applications for an inter-district transfer should be submitted to the Superintendent's office of the Lucas Local School District by April 30th. Applications will be acted upon at the May Board of Education meeting. In the event that the number of students applying exceeds the enrollment limitation of Administrative guidelines (number 2 below), applicants will be admitted based upon the date of receipt of their application within the time frame listed above. Exceptions to this deadline may be made only with the permission of the Superintendent. Previously enrolled students will be given preference over first time applicants. Parents/guardians must indicate acceptance of transfer on or before May 31st. One application must be submitted for each student who requests interdistrict transfer.
- 2) No additional students will be permitted by means of interdistrict transfer if the Lucas Local Schools enrollment of grade levels or special program being requested exceeds the following as of the May 1st projected numbers:

<u>Grade</u>	<u>Enrollment</u>
K-7	48 per grade level (if 3 sections in a grade level, the cap will be 20 per section)
8-12	1:25 per class
<u>Program</u>	<u>Enrollment</u>
SLD	
K-7	10
8-12	18
Business	
Education	16

- 3) A student's application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for ten (10) days or more consecutive days that occurs in the current or preceding term. Accepted students may have their open enrollment approval rescinded upon the recommendation of the administration due to continuing disciplinary problems.
- 4) Applicants may be rejected if the racial balance of either the sending or the receiving school district would be negatively impacted.
- 5) No student, once accepted by the Lucas Local Schools, will be displaced during the year should enrollment exceed the limits stated above.

[Adoption date: May 20, 2008]
(Revision date: February 17, 2009)
(Revision date: September 15, 2009)
(Revision date: February 16, 2010)
(Revision date: August 17, 2010)
(Revision date: February 8, 2011)
(Revision date: February 21, 2012)
(Revision date: February 19, 2013)
(Revision date: February 18, 2014)
(Revision date: February 16, 2016)

LEGAL REFS.: ORC 3313.98
ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

LUCAS LOCAL SCHOOLS
Interdistrict Open Enrollment Application

Note: This application must be returned by **April 30th** to the Board of Education,
Lucas Local Schools, 84 Lucas North Rd., Lucas, Ohio 44843 (419-892-2338).

Date: _____ Student SS #: _____ Student Date of Birth: _____

Student's Name: _____
Last First Middle

Parent/Guardian Name: _____

Address: _____
Street City State Zip Code

Phone: _____ Applying for Open Enrollment beginning _____ school year.

Present School District of Residence: _____

School building presently attending: _____

Grade level of student for the requested year: _____

Special education Program/IEP (if applicable): _____

Has the applicant been suspended or expelled from school for ten or more consecutive days during the current or preceding term? Yes _____ No _____

ODE Requirement:

Birth City/State: _____ **Native Language:** _____

Mothers Maiden Name: _____

Desired classes or vocational program for next year: (High School Student only)

My signature certifies that I have read and understand the Interdistrict Open Enrollment Regulations and Guidelines.

Signature of Parent/Guardian: _____

(For Office Use Only)

Received by: _____ Date: _____ Time: _____
Approved _____ Not Approved _____

Reason: _____

Signature of Official: _____

Copy to District of Residence: _____

ADMISSION OF STUDENTS
FROM NONCHARTERED OR HOME SCHOOLING

Students wishing admission into the District directly from enrollment in nonchartered schools or home education programs may be required to take specific examinations. The purpose of these examinations is to determine the proper grade placement for these students.

The Superintendent or his/her designee shall be responsible for the selection or development of the examination; grade placement will be determined by the Superintendent after evaluating the examination results. The Superintendent shall, for the purpose of placement, consider transcripts, grades and other pertinent data from the school attended, if any, and any examination results. Changes in placement may be made by the Superintendent as a result of recommendation from the building Intervention Assessment Team.

Students from nonchartered high schools or home education programs, at initial enrollment in grades 9 through 12, will have no established grade point average (GPA) or class rank at Lucas High School. Student-submitted letter grades issued from a nonchartered school or home education program will be assigned a pass/fail grade for the courses. GPA will be established by grades received at Lucas High School. The student will not be included in the class rank unless at least three academic years (grades 10 through 12) are completed at Lucas High School. A letter of explanation will be attached to the transcript.

The student's credits from nonchartered high schools or home education programs will be established in accordance with the State Board of Education.

A full-time student is a student who is enrolled in courses that earn a minimum of five units of credit per year. Only full-time students will be accepted for enrollment. Graduation requirements as established by Board policy apply in all cases.

Only full time home schooled students will be eligible to participate in cocurricular and/or extracurricular activities.

Resident students attending a nonchartered nonpublic school are permitted to participate in the District's extracurricular activities at the school to which the student would be assigned if the nonchartered nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

A student attending a nonchartered nonpublic school who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one that the nonchartered nonpublic school the student is enrolled in does not offer and may not be interscholastic athletics or interscholastic contests or competitions in music, drama or forensics.

A student receiving home instruction in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one that the District the student is entitled to attend does not offer.

Home-schooled students must be enrolled in the District for a minimum of courses/classes/credit hours/Carnegie units in order to be selected as valedictorian or salutatorian for graduation purposes.

[Adoption date: June 18, 2002]
(Revised date: September 13, 2005)
(Revision date: April 15, 2014)

LEGAL REF.: ORC 3313.535; 3313.537; 3313.5311; 3313.5312; 3313.664
3321.04
OAC 3301-34
CROSS REFS.: IGBG, Home Bound Instruction
IGCF, Home Instruction
IGD, Cocurricular and Extracurricular Activities
IGDK, Interscholastic Extracurricular Eligibility

ADMISSION OF STUDENTS
FROM NONCHARTERED OR HOME SCHOOLING

Enrollment

The District shall enroll or re-enroll students who have been home-educated without discrimination or prejudice. However, students who have been home-educated shall be enrolled only on a full-time basis.

Grade Placement for Grades K-8

Based on a review of the most recent annual academic assessment report, a nationally normed standardized achievement test taken by the student and other home-education records and evaluation information, the Superintendent will place the student in the grade level requested in accordance with ORC 3319.01. If the student experiences any academic problems, school personnel shall request a parental meeting to review placement and any other options.

Grade Placement for Grades 9-12

1. Based on a review of 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 ORC 3319.01, pending final determination of credits earned.
2. Permanent grade placement will be determined by the Superintendent in accordance with ORC 3319.01, upon review of 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

1. Credit will be granted for any course appearing on a transcript from a correspondence school recognized and accepted by the District.
2. In the absence of an official transcript, credit will be granted upon the student's passing the final exam from the previous school year for each specific course.

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

Weighted Credit

Weighted credit is granted only for courses completed at Lucas High School.

Graduation

1. A student must be enrolled in a chartered school for the entire senior year.
2. 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.

Extracurricular Activities

To participate in school-sponsored extracurricular and cocurricular activities, a student must be enrolled full-time in the District and comply with all applicable rules and regulations of the District and/or the Ohio High School Athletic Association.

(Approval date: June 18, 2002)

INTRADISTRICT OPEN ENROLLMENT

The Board directs the administration to develop an intradistrict open enrollment plan when additional facilities or grade assignments change. The organization of facilities then would provide students with intradistrict open enrollment opportunities.

[Adoption date: June 18, 2002]

LEGAL REF.: ORC 3313.97

CROSS REF.: JECC, Assignment of Students to Schools

ASSIGNMENT OF STUDENTS TO SCHOOLS

The Board approves attendance areas. Students attend the school which serves the attendance area in which their parents reside or, upon acceptance, the student may attend another school pursuant to the District's intradistrict open enrollment policy.

The Superintendent has authority to assign students to schools.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 3313.49; 3313.64; 3313.65; 3313.97
3319.01

CROSS REFS.: JC, School Attendance Areas
JECBD, Intradistrict Open Enrollment

STUDENT WITHDRAWAL FROM SCHOOL
(Loss of Driving Privileges)

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the county juvenile judge. Notification is not necessary if a student has withdrawn because of a change of residence; the student is enrolled in and attending, in accordance with District policy, an approved program to obtain a diploma or its equivalent or if the student holds a full-time age and schooling certificate and is regularly employed.

Notification to the Registrar of Motor Vehicles and the county juvenile judge must comply with Ohio and Federal laws.

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 to that student, the Registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under Ohio law.

In compliance with Ohio law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 3319.321
3321.13
4507.061

Family Educational Rights and Privacy Act; 20 USC 1232g

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students of the District is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, all students will be urged to make doctor appointments, do personal errands, and so forth, outside of school hours.

Reasons for which absences may be excused include but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease and
6. religious reasons
7. as determined by the Superintendent.

Each student who is absent must immediately upon return to school make arrangements with his/her teacher(s) to make up worked missed. Students who are absent from school for reasons not permitted by State law may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s). Students will be requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

Student Vacations

The Board does not believe that students should be excused from school for vacations. However, the final responsibility for this decision will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified at least five (5) school days in advance of such a trip, every effort will be made to prepare assignments for the student to complete while he/she is absent. Approval from the Principal using a Pre-Planned Absence Form must be obtained before the student leaves for a vacation. Students are prohibited from taking vacations during the last regularly scheduled week of a semester.

Loss Of Driving Privilege

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more that 10 consecutive days or a total of a least 15 days during a semester or term.

STUDENT ABSENCES AND EXCUSES

Medical Status

Students who are absent for 10 days during the school year, excused or unexcused, will be put on medical status. Medical excuses, approved extended absence for illness, funerals of immediate family members, and court excuses will not be included in these ten days. Once a student is on Medical Status, only a doctor or hospital excuse, court excuse, death in the immediate family, or a principal's approval will be accepted. The excuse or arrangements to provide the excuse must be received within 24 hours of the student's return to school. Parents of students with chronic medical conditions should contact the principal and/or attendance office.

After 10 absences, those absences not covered by a doctor or hospital excuse, court excuse, death in the immediate family, or principal's approval will be processed as unexcused. The consequences of unexcused absences are that the student receives a failing grade for the day's work and is not permitted to make up the work missed.

More than 10 days of unexcused absence will be considered truancy and appropriate authorities will be contacted. The Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes the need to collaborate with the Richland County Juvenile Court when dealing with Lucas students who are truant from school.

The Superintendent, in collaboration with juvenile court officials, shall develop and utilize a truancy procedure that will assist the individual schools in maintaining student attendance.

The truancy procedure shall include a Parent Education Program as specified in ORC 3321.19, be presented by representatives of the court, and be available to all District parents.

[Adoption date: June 18, 2002]
(Revised date: November 16, 2004)
(Revised date: June 13, 2005)
(Revised date: May 18, 2010)

LEGAL REFS.: ORC 3321.01; 3321.04; 3321.13; 3321.14; 3321.38
4507.061
OAC 3301-35-02; 3301-35-03
3301-51-13

CROSS REF.: IGAC, Teaching About Religion
JEDB, Student Dismissal Precautions
JHC, Student Health Services and Requirements

- Lucas Local Schools -

Planned Absence Form

Requests for planned absence are to be made as early in advance of the date as possible. Upon approval of the request, the student must present this form to each classroom teacher a minimum of three days prior to absence. Approval for the Planned Absence may be denied / withdrawn by the Principal in such instances where a student is struggling academically, has shown excessive absences, has failed to follow procedure and / or where it has been determined that the planned absence may be against the best interests of the student.

PLEASE NOTE: *In the event of a Planned Absence, it is the responsibility of the student to confer with any teacher(s) affected and make arrangements for completing missed work (see table below). Please refer to the Student Handbook for more details regarding missed work, including credit, due dates and extended time.*

Student Name: _____ **Today's Date:** / /
(PRINT STUDENT NAME)

Reason for Planned Absence:

- Field Trip:** (description) _____
- College Visit** (student must arrange visit through Admissions Office and complete proper forms through Lucas Guidance Office)
- Family Vacation**
- Fair** (student must present documentation from Fair Board showing need for absence)
- Other;** please describe: _____

Date(s) of Planned Absence: / / **through** / /
Completed form must be returned to the office or classroom teacher at least 2 days prior to Planned Absence.

We, the undersigned, have read and understand the above information and realize our role and responsibilities in the student's education during this Planned Absence.

_____/ / _____ / /
PARENT/GUARDIAN SIGNATURE DATE STUDENT SIGNATURE DATE

Period	Teacher Recommendation: based on attendance & academic record. If NO, explain.	Coursework due before or after student returns?	Teacher's Signature
1	YES NO	BEFORE AFTER	
2	YES NO	BEFORE AFTER	
3	YES NO	BEFORE AFTER	
4	YES NO	BEFORE AFTER	
5	YES NO	BEFORE AFTER	
6	YES NO	BEFORE AFTER	
7	YES NO	BEFORE AFTER	

(Updated: February 12, 2010)

STUDENT ABSENCES AND EXCUSES

Students Habitually Absent – Loss of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days in any term or semester, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.
3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to:
 - A. enrollment in another school or school district in Ohio or another state;
 - B. possession of an age and schooling certificate;
 - C. a bodily or mental condition that prohibits attendance or
 - D. participation in a home instruction program.
4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the Registrar of Motor Vehicles and the juvenile judge. Such notification must be given to the Registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the Registrar of Motor Vehicles and the county judge must comply with Ohio and Federal laws.

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.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

(Approval date: June 18, 2002)

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student 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, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

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 must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" or a "chronic" truant.

A "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 12 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, 10 or more school days in one month or 15 or more school days in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

For the correction of the "habitually truant" unruly child, the courts may now order the Board to require the child to attend an alternative school if one has been established.

The courts may order the "habitually truant" child not to be absent without legitimate excuse from school for five or more consecutive days, seven or more school days in one school month or 12 or more school days in a school year.

Regarding "habitual" truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant", and that the child's parent violated the School Attendance Law.

Regarding “chronic” truants, if the parent fails to get the child to school and the child is considered a “chronic” truant, the Board must file a complaint in the juvenile court jointly against the child and the parent. The complaint must state that the child is a “delinquent child” by virtue of being a “chronic” truant, and that the parent has violated the School Attendance Law.

The Board directs the administration to develop intervention strategies that may include the following:

1. providing a truancy intervention program for a habitual truant;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the Registrar of Motor Vehicles or
6. taking appropriate legal action.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 3321.03-04; 3321.07-09; 3321.22; 3321.38
3313.663

CROSS REF.: JED, Student Absences and Excuses

STUDENT DISMISSAL PRECAUTIONS

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, he/she gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on his/her own behalf.

[Adoption date: June 18, 2002]

LEGAL REF.: ORC 3313.20

CROSS REF.: JEE, Student Attendance Accounting (Missing and Absent Children)

STUDENT ATTENDANCE ACCOUNTING
(Missing and Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

Except where required by State law, at the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

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. a birth affidavit.

Except where required by State law, if the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents 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. The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board shall designate the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

[Adoption date: June 18, 2002]
(Revision date: March 17, 2015)

LEGAL REFS.: ORC 109.65
2901.30
3313.205; 3313.672; 3313.96
3319.321; 3319.322
3321.12
3705.05

CROSS REFS.: JEC, School Admission
JEDB, Student Dismissal Precautions
JHF, Student Safety

STUDENT ATTENDANCE ACCOUNTING
(Missing and Absent Children)

Transfer of Student Records

1. To Other Authorized School Districts and Educational Agencies (ORC 3319.321):

- A. The request for student records must be in writing.
- B. All educational records essential for proper placement of the child should be forwarded to the receiving school. This would include items such as: psychological report, IEP, CIMS and parent permission for placement form.

NOTE. If the student's record includes items not essential for proper placement, they should be retained and properly disposed of.

- C. The sending district is responsible for notifying the child's parent of the transfer request, with all legal rights noted, when a written parent release form has not been signed and on file.
- D. It is recommended that the sending district make a copy of "director information" (ORC 3319.321 (B) (1), which may be retained in a student withdrawal file for future reference, and a notation of the transfer.

2. To Other Agencies or Individuals

- A. Written consent must be obtained from the parent or legal custodian prior to disclosing personally identifiable information.
- B. The written consent must be signed and dated by the parent or legal custodian and shall include:
 - 1) a specification of the records to be disclosed;
 - 2) the purpose or purposes of the disclosure and
 - 3) the party or parties to whom the disclosure may be made.

NOTE: When a transfer of records is made, a copy of the records being transferred shall be provided to the parent or legal custodian upon request. The Board may charge for this, but the charge must not exceed actual cost.

(Approval date: June 18, 2002)

RELEASED TIME FOR STUDENTS

As per Ohio State Board of Education Minimum Standards, the official day for each full-time student shall consist of not less than six hours of scheduled classes and other guided learning experiences. Lunchtime, up to 30 minutes in length, may be included within the minimum time required. A senior would have completed this requirement at the conclusion of our sixth period. Consequently, a senior in good academic standing ("C" average or better and meeting all requirements for graduation (i.e., sufficient units, fulfilling all course requirements) may be released for employment opportunity, the last period of the day, provided:

1. Employer requires them to be on the job before the conclusion of our regularly scheduled day, or travel time to place of employment necessitates an early release.
2. Student has parental consent (if student is under 18).
3. Written statement of employer stating work dates, starting time, quitting times and nature of work must be submitted with request for release.
4. Job must be related to the needs of the student and his/her school and future objectives.
Examples:
 - A. Vo-Ag students - farm work or agriculture-related business.
 - B. Business students - secretarial; office work.
 - C. Industrial Art students - carpenter, machine shop, etc.
 - D. an occupation related to a major to be pursued in college.

Senior students who carry five classes each day could be considered for special early release for a period of no more than two class periods if they meet the above stated requirements in this policy.

At no time will a student be released prior to this stated time, unless under the supervision of a staff member. An exception to this would be senior students in the Agri-Business program.

Final approval will be within the authority and responsibility of the high school principal pursuant to the rules and regulations as adopted by the Board and shall become part of the student's permanent record.

If this policy is being abused by a student, the right to participate in early release will be forfeited.

[Adoption date: June 18, 2002]

RELEASED TIME FOR RELIGIOUS INSTRUCTION

The Board permits students to be released from school for religious instruction consistent with law. Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submit a written request to the building principal;
2. the private entity providing instruction maintains attendance records and makes them available to the District and
3. the student is not absent from core curriculum subject courses.

The District is not responsible for transportation to and from the place of instruction. Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up and students assume responsibility for any missed schoolwork. Students are not considered absent from school while attending a released time course in religious instruction. The District does not aid, assist or enforce attendance in a religious instruction program. The District does not discriminate against students who participate in such a program.

Individuals providing religious instruction are not permitted to promote student participation by directly contacting students on school premises or by encouraging students in the program to recruit their friends. All promotional activities for such instruction must be conducted off school grounds.

No public funds are expended and no public school personnel are involved in providing religious instruction. This policy is not intended and shall not be construed in any way, to associate the District with any faith or religious denomination.

[Adoption date: June 18, 2002]
(Revision date: February 17, 2015)
(Revision date: August 18, 2015)

LEGAL REFS.: U.S. Const. Amend. I
ORC 3313.47; 3313.6022
3321.04
OAC 3301-51-13

CROSS REF.: IGAC, Teaching About Religion
JED, Student Absences and Excuses

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

A student of compulsory school age residing in the District may be legally excused from full-time enrollment by:

1. holding an age and schooling certificate (work permit), being regularly employed and attending school on a part-time basis in a program approved by the Superintendent or his/her designee;
2. receiving approved home instruction;
3. attending a private or parochial school or
4. having received a diploma from an approved high school or a certificate of high school equivalency from the Ohio Department of Education.

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District 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 suspension or expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or nonadmittance of the student.

[Adoption date: June 18, 2002]
(Revision date: September 15, 2009)
(Revision date: August 16, 2016)

LEGAL REFS.: ORC 3301.80; 3301.81
3313.66
3321.02; 3321.03; 3321.04; 3321.07
3331.01; 3331.02; 3331.04; 3331.06 through 3331.09

CROSS REFS.: IGCF, Home Instruction
JEA, Compulsory Attendance Ages
JECE, Student Withdrawal from School (Loss of Driving Privileges)
JEGA, Permanent Exclusion
JHCC, Communicable Diseases
JK, Employment of Students

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

Any building administrator witnessing, or having knowledge of, one of these acts must report the incident to the Superintendent within 24 hours, whether or not the student is over 16 years of age.

If the Superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, a determination must be made whether the student's continued attendance endangers the health and safety of other students or employees or whether the student's attendance poses a danger of disruption to the graded course of study. If the Superintendent determines that either danger exists, he/she may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the Superintendent's recommendation for permanent exclusion is provided to the student and his/her parent(s).

The Board acts upon the Superintendent's recommendation within 14 days. Among the items the Board considers is information on:

1. academic and extracurricular activity record of the student;
2. disciplinary record of the student;
3. social history of the student;
4. response to prior discipline and sanctions;
5. seriousness of the offense and any aggravating circumstances;
6. any mitigating circumstances;
7. evidence regarding the possible danger to other students and employees if the student remains in the District;

8. evidence regarding the probable disruption of the graded course of study and
9. availability of less serious sanctions that would permit the student to stay in the District without conflict with either (7) or (8).

The Board may allow for the hearing of witnesses and the presentation of additional evidence.

If the Board adopts the resolution to permanently exclude the student, the Board:

1. forwards the written resolution, together with the adjudication or conviction and a copy of the student's entire school record, to the State Superintendent;
2. promptly designates a representative to present the District's case for permanent exclusion to the State Superintendent and
3. forwards a copy of the resolution to the student and his/her parent(s).

If the State Superintendent rejects the resolution, the student shall be re-admitted to the District's schools.

No employee shall knowingly admit, or cause by inaction to be admitted, any student who has been permanently excluded.

Re-admission

If the Superintendent determines that a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the Superintendent may recommend the re-admission of the student.

On the recommendation of the Superintendent, the Board considers a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution, it is forwarded to the State Superintendent, together with the reasons for the resolution and any relevant information.

Probationary Admission Following Permanent Exclusion

Under Ohio law, a student permanently excluded from school may request probationary admission for 90 days in any public school district.

If a student requests consideration of probationary admission into this District, the Superintendent may enter into discussions with the student and his/her parent(s) to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.

If a satisfactory plan is developed, the Superintendent recommends that the Board allow the student to attend classes according to the terms of the plan. The Board acts on the recommendation within 14 days.

If a student violates the terms of the re-admission plan, the Superintendent may immediately remove the student, pending action by the Board. The Board's action must take place within 14 days from receipt of the Superintendent's recommendation to revoke the re-admission.

A student in compliance with his/her probationary re-admission plan may request either an extension of the plan for an additional 90 days or for the Superintendent to recommend that the permanent exclusion be revoked.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: JFCJ, Dangerous Weapons in the Schools
JGD, Student Suspension
JGE, Student Expulsion

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include:

1. civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. the right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. the right to due process of law with respect to suspension and expulsion;
4. the right to free inquiry and expression and the responsibility to observe rules regarding these rights and
5. the right to privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

[Adoption date: June 18, 2002]

LEGAL REFS.: U.S. Const. Amend. I
U.S. Const. Amend. XIV, § 1
ORC 3313.20; 3313.66; 3313.661; 3313.662

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)
JFC, Student Conduct
Student Handbook

STUDENT DUE PROCESS RIGHTS

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner which involves:
 - A. adequate and timely notice and opportunity to prepare a defense;
 - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
 - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC Chapter 2506
3313.66; 3313.661; 3313.662
OAC 3301-35-03(G)(2)(c)

CROSS REFS.: JB, Equal Educational Opportunities
JFC, all subcodes
JGD, Student Suspension
JGE, Student Expulsion

STUDENT INVOLVEMENT IN DECISION MAKING

Students share responsibility for developing a climate in the school which is conducive to learning. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system and the community. Periodically, students may be asked to review school policies, rules and regulations. Final authority for all decisions rests with the Board.

A student may be elected to serve on the Board as a representative for the student body to better facilitate communication between the Board and the students, to increase awareness of the democratic process within the District and to improve the opportunity for participation in the decision-making process.

The student must be a high school student elected by the student body to serve for a one year term.

[Adoption date: June 18, 2002]
(Revised date: March 15, 2005)

LEGAL REF.: OAC 3301-35-03- OAC 3301-35-04

CROSS REFS.: BCE, Board Committees
BCF, Advisory Committees to the Board
JF, Student Rights and Responsibilities
JFA, Student Due Process Rights
JFC, Student Conduct (Zero Tolerance)
Student Handbooks

THIS IS A REQUIRED POLICY

STUDENT CONDUCT
(Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one 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 under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters, which might lead to a reduction of the expulsion period, include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

[Adoption date: June 18, 2002]
(Revised date: March 15, 2005)
(Revision date: August 17, 2010)
(Revision date: December 21, 2010)

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921
The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,
HR 4577, 2000, 114 Stat 2763)
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

CROSS REFS.: AC, Nondiscrimination
EBC, Emergency Plans
ECAB, Vandalism
EDE, Computer/On-Line Services (Acceptable Use and Internet Safety)
JFCA, Student Dress Code
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ, Weapons in the Schools
JFCK, Use of Electronic Communication Equipment by Students
JG, Student Discipline
JGA, Corporal Punishment
JGD, Student Suspension
JGDA, Emergency Removal of Students
JGE, Student Expulsion
JM, Staff-Student Relations (Also GBH)
Student Handbooks

THIS IS A REQUIRED POLICY

STUDENT CONDUCT
(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students in Lucas Schools must conform with school regulations and accept directions from all authorized school personnel. The Board has a “zero tolerance” of violent, disruptive, intimidating, or any other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student disciplinary actions.

At the beginning of each school year or upon entering during the year, students and parents will receive a copy of this policy. Other written information on the rules and regulations to which students are subject while in school or participating in any school-related activity or event will also be given to students and parents. It is the responsibility of the District administrators to make all students aware of the student code of conduct and “zero tolerance” and the fact that any violations of the code are punishable. Information includes the types of conduct subject to suspension or expulsion from the school or other disciplinary action.

Furthermore, this policy is to be posted in a central location at each building and made available to students and parents.

A student who violates the student code of conduct will be reported to the building principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Philosophy

Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning.

Good education is largely dependent upon the maintenance of effective learning conditions within the classroom. Successful and continual maintenance of these classroom conditions is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administrators, and support of the Board, the parents and the students.

Good order and discipline are best thought of as being positive, not negative; of helping a student to adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, of classroom atmosphere and of positive interpersonal relationships.

As a working definition, good order and discipline may be described as the absence of distraction, friction and disturbances which interfere with the optimum functioning of the student, the class and the school. It is also the presence of a friendly, yet businesslike rapport in which students and school personnel work cooperatively toward mutually recognized and mutually accepted goals.

Conditions which do not foster the ideal of self-discipline within both the individual and the group will eventually prove to be weak and ineffective. The following conditions are favorable to the development of a good school environment.

1. A Home Condition Which
 - A. Assumes the primary responsibility for the discipline for the child.
 - B. Acknowledges the child's responsibilities and obligations in the school as well as in the community.
 - C. Recognizes that school personnel must necessarily concern themselves primarily with education.
 - D. Encourages the cooperation of parents with school authorities and the participation of parents in conferences regarding the behavior, health and/or academic progress of their children.

2. A Responsible Student Who
 - A. Respects constituted authority, which includes not only obedience to school rules and regulations, but also conforms to the laws of the community, state and nation.
 - B. Reflects respect and consideration with all members of the school community.
 - C. Always addresses adults by using the proper title (i.e., Mr., Mrs., Miss, Ms.) before the last name. Reference to adults by first name or without the proper title is an act of disrespect.

3. A Responsible School in Which the Professional Staff
 - A. Encourages the use of good guidance procedures.
 - B. Maintains an atmosphere conducive to good behavior.
 - C. Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits. Students, especially at the secondary level, should be referred to in a respectful manner. The use of titles (i.e., Mr., Mrs., Miss, Ms.) is highly recommended to establish an atmosphere of mutual respect.
 - D. Plans a flexible curriculum to meet the needs of all students.
 - E. Promotes effective training or discipline based upon fair and impartial treatment of all students.
 - F. Develops a good working relationship among staff and with students.
 - G. Endeavors to involve the entire community in order to improve the quality of life therein.

Application of the Code

1. Jurisdiction - this code and its provision shall be applicable both during regularly scheduled school hours as well as at such other times and places including but not necessarily limited to school-sponsored events, field trips, athletic functions, and the like, where appropriate public school administrators have jurisdiction over students.

There are other effective disciplinary practices than those specifically covered in the code of student conduct and teachers may develop other constructive practices provided, however, it is recognized that administrators have the right to require that practices be modified when they are demonstrated to be ineffective, inappropriate, or abusive to children.

2. General Considerations - a key guideline in the application of this code is embodied in the principle that the appropriate reaction to a discipline problem is the least extreme that reasonably holds promise of resolving the problem.

Teachers and administrators are encouraged to develop and utilize a variety of informal disciplinary/guidance strategies to maintain effective learning conditions. Such strategies include, but are not limited to:

- A. teacher-student conferences
- B. teacher-parent conferences and/or informal contacts
- C. counselor-teacher consultations
- D. administrator-student-parent conferences
- E. individualized programs and schedule adjustments
- F. early referral of student problems to the administrative staff for assessment and supportive intervention (i.e., Intervention Assistance Team)

In those instances wherein the more formal procedures are applied, the school shall be expected to reasonably account for such earlier attempts to resolve the problems. It should be clearly understood that suspensions, both short and long-term, and expulsions are penalties of the last resort, which may be imposed only after all possible alternate forms of discipline:

- A. have been attempted and have proved unsuccessful in resolving a given problem, or similar recent problem associated with the student in question or
- B. have been considered and are reasonably assumed inappropriate for resolving the problem in question.

Therefore, administrators who seek to impose a suspension or expulsion shall be able to document, if necessary, that they have exhausted and/or reasonably found inappropriate the alternate forms of discipline prior to resorting to suspension or expulsion.

However, it is also recognized that certain student actions may, by their nature, warrant immediate resort to formal procedures, including suspension or expulsion.

The school takes a position of “zero tolerance” concerning guns or dangerous weapons and the possession, use, or selling of illegal drugs.

Referrals of students to administrators for violations of the code of student conduct, and actions taken in those instances, shall generally be recorded in the permanent record.

3. Differences by Grades and Student Ages - the philosophy, procedures and other elements of this code are broadly relevant guidelines for all schools. However, there is a recognized distinction between students of differing ages and maturity, and it is reasonable to expect that resort to the more formal steps of denying educational participation will be tempered by reference to such distinctions.

Student Code and Procedures Regarding Denial of Educational Participation

In order to maintain effective learning conditions, it may be necessary to deny certain students educational participation, for varying periods of time. Denial of participation may be made, within the limitations of State law, for reasons of gross misconduct. "Persistent disobedience" means recurring cases or instances of refusal to obey school officials or to comply with school rules and regulations. "Gross misconduct" refers to willful or malicious acts that have the effect of materially and substantially disrupting the education environment in a class, activity, or the school generally.

The Superintendent is authorized to expel a student from school for a period not to exceed one 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 under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

Furthermore, this policy is to be posted in a central location at each building and made available to students and parents.

A student who violates the code of conduct will be reported to the building principal. The administration cooperates in any prosecuting pursuant to the criminal laws of the State of Ohio and local ordinances.

[Adoption date: June 18, 2002]

(Revised date: May 18, 2004 & March 15, 2005)

LEGAL REFS.: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662
OAC 3301-35-03

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)
EBC, Emergency Plans
JFCA, Student Dress Code
JFCEA, Gangs
JFCJ, Dangerous Weapons in the Schools
JG, all subcodes
Student Handbook

STUDENT CONDUCT
(Zero Tolerance)

It is the belief of the Board that every student has certain rights including the right to speak and express opinion, freedom from discrimination on the basis of sex, religion or creed, race or color, and place of national ancestry or origin, accessibility to all facilities and offerings that are provided by the school, and the opportunity to learn in an atmosphere conducive to study, teaching and learning. To encourage the development and continuity of such an atmosphere to teach students ways of behavior which are appropriate to a democratic society and especially to ensure that all students, teachers, and employees can enjoy these rights and can conduct their lawful business without interference or harassment, the Board adopts the following codes of student conduct.

Whenever a student is suspended or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of Richland County. After receiving such notification, 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 license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

Notification to the registrar of motor vehicles and the county judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

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

Misconduct Code-Part I

Rules 1-6 are subject to "zero tolerance" and will be strictly enforced.

For students in grades K-7 violations will result in various disciplinary measures that are age appropriate. These may include but are not limited to detention, suspension, expulsion, referral to social/behavioral agencies, referral to law enforcement, parental involvement, etc. The building administrator will determine the appropriate action on a case-by-case basis.

For students in grades 8-12 violations will result in an assignment of fifteen demerits, a ten day suspension, referral to law enforcement, and an expulsion hearing will be held. The Superintendent will determine if an expulsion is to be given for the first offense; however, a second offense will result in an automatic expulsion. The duration of expulsion will be determined in accordance to what is permitted by law. The administration reserves the right to utilize the Alternative School, legal action, referral to social/behavioral agencies or programs, etc. in combination with disciplinary actions. Proper verification of the student's participation in such programs may be utilized to reduce the term of an expulsion.

Rule 1 DANGEROUS WEAPONS, INSTRUMENTS, AND BOMB THREATS (BOARD POLICY JFCJ WILL BE FOLLOWED) – No student shall bring a firearm to or possess a firearm while on school property, in a school vehicle or at any school-sponsored activity. Any student that brings a firearm in the above manner shall be expelled from school by the Superintendent for a period of one calendar year. Any student who possesses a firearm, which was initially brought onto school property by another person, may be expelled by the Superintendent, at his/her discretion. In addition, the Superintendent shall 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 the one-year expulsion on a case-by-case basis.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. A student who brings a firearm to school or possesses a firearm at school will be referred to the criminal justice or juvenile delinquency system.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

The Superintendent is authorized to expel a student from school for a period not to exceed one 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 under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Rule 2 DRUGS, NARCOTICS, LOOK-ALIKE SUBSTANCES –Students shall not possess, use, sell, purchase, distribute, conceal, consume, or use any dangerous or illegal drug, narcotic, or look-alike substance during the school day, at any school sponsored function or activity on or off of school premises, or at any time a student is on school sanctioned transportation.

Rule 3 TOBACCO, ALCOHOL – Students shall not possess, use, sell, purchase, distribute, conceal or consume any substance containing tobacco or alcohol during the school day, at any school sponsored activity or function on or off school premises or at any time when the student is on school-sanctioned transportation.

Rule 4 FIGHTING, ASSAULT, BULLYING, HAZING, HARASSMENT, INTIMIDATION- Fighting will not be tolerated. Intentional written, verbal, or physical acts that both cause mental and/or physical harm and are sufficiently severe, persistent, or pervasive that they create an intimidating, threatening, or abusive educational environment will not be tolerated.

Rule 5 THEFT AND/OR POSSESSION OF STOLEN ITEMS – Students shall not steal or have unauthorized possession of Board of Education, student, faculty, or staff property. Students shall not steal or have unauthorized possession of any property of others while engaged in school-sponsored activities on or off school property. Return or replacement of the item(s) will be required.

Rule 6 DAMAGE OR ATTEMPTED DAMAGE TO SCHOOL OR PRIVATE PROPERTY/BREAKING AND ENTERING – Students shall not cause or attempt to cause damage to any property of the Lucas Board of Education or to private property on school premises or at school related events on or off of school premises. Committing or attempting to commit an illegal or unauthorized entry into school facilities or private property on school grounds for the purpose of vandalism or destruction is prohibited. Full restitution will be required..

Misconduct Code-Part II

The following incidents may result in the assignment of demerits from five to fifteen and a possible Saturday Detention, Alternative School, suspension, or expulsion..

Rule 7 PROFANITY, OBSCENITY – Students shall not use profanity, obscene language, or gestures either verbal or written, or in any other form.

Rule 8 DISRUPTION OF SCHOOL OR OF THE ACADEMIC PROCESS – Students shall not cause the disruption or the obstruction of the learning process.

Rule 9 INSUBORDINATION – Students shall not fail to comply with all reasonable directions of school employees during any time when a student is under the authority of school personnel.

Rule 10 FOOD OR BEVERAGE – Students shall not consume food or beverages in class or study hall.

Rule 11 RUNNING IN HALLS, ON STAIRS, ON SIDEWALKS – Concern for the safety for oneself and for others will be displayed by all students when moving about the building between classes and at lunchtime. Students shall not run in the hallways, on the stairs, or on the sidewalks.

Rule 12 EATING LUNCH – High School and Middle School Students will be required to report to the cafeteria for lunch. Students must enter and leave the buildings as instructed. No food or other objects are to be thrown in the cafeteria. The cafeteria is to remain clean; no food on floor, table, walls, and, etc. Students will follow all posted rules for conduct in the cafeteria. Any exception to going to the cafeteria must be pre-approved by the principal. For high school students, all procedures contained in the High School Student Handbook must be followed.

Rule 13 THROWING OF OBJECTS – Student are not permitted to throw any objects including snowballs on school property.

Rule 14 INAPPROPRIATE CONDUCT – Public displays of affection or any other inappropriate conduct is not permitted.

Rule 15 HALLS PASS – Students must have an authorized pass when not in their assigned area..

Rule 16 LOCKERS – Students may not go into another student's locker, nor may he/she change lockers without permission from the office. The student is responsible for the locker and may not deface it in any manner. Students should only go to their lockers in the morning, before and/or after lunch, and at the end of the school day. All high school students must have a lock on the assigned locker and the locker is to be kept locked whenever the student is not using the locker.

Rule 17 ELECTRONIC DEVICES – Electronic devices (CD players, cell phones, pagers, etc.) are not permitted to be used during school hours.

File: JFCK

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students may be allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours.

First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the end of the school day.

Second time violators of this policy will have the devise confiscated and it will be kept in the Principal's office. The device will be released only to the parents.

Third time violators of this policy will not be permitted to have the device on school property.

Use of the electronic devices for cheating, showing obscene pictures, or for any other use deemed inappropriate by the Principal will result in at least a five day suspension and referral to law enforcement. The student will not be permitted to have the device on school property.

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central local in every school building and in the student handbooks.

Rule 18 RESTRICTED AREAS – Students must remain in student-designated areas. Staff lounges, workrooms and restrooms are off limits to students. Use of vending machines and phones in these areas is also not permitted.

Rule 19 FORGERY – Falsifying documents or documentation is prohibited.

Rule 20 CHEATING AND PLAGIARIZING – Plagiarism is taking and using the ideas or writings of another person as one's own. Plagiarizing includes use of written works as well as works in electronic (computer) form. An "F" will be given for work involved for the first offense. The second offense will cause an "F" grade for the immediate grading period. The third offense can be reason for the student's removal from class and an "F" grade will be recorded on the student's permanent record.

(Approval date: June 18, 2002)

(Revised date: May 18, 2004)

(Revised date: May 15, 2007)

DISCLAIMER NOTICE:

Due to rapid changes in our society, it is impossible to anticipate or list all types of inappropriate or unacceptable student actions or behavior. As a result, the school administration reserves the right to assign demerits, disciplinary consequences, suspensions or expulsion as each individual situation merits. This is in addition to all listed items.

STUDENT DRESS CODE

A student shall not repeatedly dress or appear in a fashion deemed inappropriate because it either interferes with the student's health and welfare or that of other students or causes disruption or directly interferes with the educational process.

The Board believes that school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of the students and the schools. Any form of dress or grooming which attracts undue attention or violates the previous statement is unacceptable. Dress code requirements include the following:

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
3. Dress and grooming are not to be such as to disrupt the teaching-learning process or cause undue attention to one's self.

As per "Blau vs Thomas, a 2005 decision by the Federal Appeals Court for Ohio, a strict student dress code may be adopted by the Board of Education. The provisions of a strict student dress code must be developed with student and community input and based upon sited research that such a dress code improves the learning environment, bridges socio-economic disparities among families, and has other positive benefits.

[Adoption date: June 18, 2002]

(Revised date: June 13, 2005)

LEGAL REFS.: U.S. Const. Amend. I

ORC 3313.20

"Blau vs Thomas" (CA6, February 8, 2005) 2005 U.S. app. LEXIS 1969

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator considering the suspension before the suspension is imposed. The administrator's decision is final.

The Board's policy regarding suspension from District managed transportation privileges must be posted in a central location in each school building and made available to students upon request.

After Board approval, Regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

[Adoption date: June 18, 2002]
(Revision date: December 16, 2008)
(Revision date: September 15, 2009)
(Revision date: December 15, 2015)

LEGAL REFS.: ORC 3327.01; 3327.014
OAC 3301-83-08

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JGA, Corporal Punishment
Staff Handbooks
Student Handbooks

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (accept as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);

12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems which cannot be resolved by measures specified above are referred to the Superintendent.

(Approval date: June 18, 2002)

(Revision date: December 15, 2015)

GANGS

The Board believes gangs or gang activity create an atmosphere where violations of policies, regulations and State laws may occur. Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District.

Incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

To provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, training is provided on an as-needed basis. Presentations provide training in current identification symbols used by those involved in gang-related activity and include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information.

[Adoption date: June 18, 2002]
(Revised date: March 15, 2005)

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661

CROSS REFS.: AC, Nondiscrimination,
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
JFC, Student Conduct (Zero Tolerance)
JFCA, Student Dress Code
JFCF, Hazing
JFCK, Use of Electronic Communications Equipment by Students
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

Hazing means 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.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: June 18, 2002]
(Revised date: March 15, 2005; April 17, 2007)
(Revision date: March 23, 2010)
(Revision date: March 20, 2012)
(Revision date: December 20, 2016)

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h) (5) (b) (iii);
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 117.53
2307.44
2903.31
3301.22
3313.666; 3313.667
3319.073; 3313.321

CROSS REFS.: AC, Nondiscrimination
ACA/ACAA, Nondiscrimination on the Basis of Sex/Sexual Harassment
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGAE, Health Education
IIBH, District Web Site Publishing
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
JG, Student Discipline
JHG, Reporting Child Abuse
JO, Student Records
Student Handbooks

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. 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:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and

- D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the 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.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors 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/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the hazing and bullying investigation is suspended while the applicable nondiscrimination grievance procedures are implemented.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

Assignment to the Alternative Learning Center and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians 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 law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

[Adoption date: March 23, 2010]
(Revision date: December 20, 2016)

THIS IS A REQUIRED REGULATION

TOBACCO USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

[Adoption date: June 18, 2002]
(Revision date: April 17, 2007)
(Revision date: February 17, 2015)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.66; 3313.661; 3313.751
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JFA, Student Due Process Rights
JFC, Student Conduct (Zero Tolerance)
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

THIS IS A REQUIRED POLICY

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension and/or expulsion proceedings for possession, use, or selling illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

[Adoption date: June 18, 2002]
(Revised date: May 18, 2004)

LEGAL REFS.: ORC 2925.01; 2925.37
3313.66; 3313.661
3719.011; 3719.41

CROSS REFS.: IGAG, Drugs, Alcohol and Tobacco Education
JHCD, Administering Medicines to Students
Student Handbook
Student Code of Conduct

PREVENTION OF CHEMICAL ABUSE

The Board recognizes alcohol/drug abuse and dependency to be a serious social problem. Furthermore, the Board recognizes the dependency stage of chemical use to be a primary physical illness.

Health problems of youth are primarily the responsibility of the home and community. However, schools share in that responsibility as the community's youth spend a major portion of their time therein and chemical abuse problems often interfere with school behavior, student learning and the fullest possible development of the individual. The schools then should have a major part in early detection of chemical use, abuse and dependence; the protection of students from the promotion and sales of alcohol and nonprescribed drugs; and a partnership role with families and other institutions in seeking treatment for the chemically dependent person. Toward this goal, the Board is committed to achieving an environment of high risk for those who would use or abuse all nonprescribed chemicals. This goal, however, cannot be achieved by the schools alone, regardless of funding, staffing ability, or program development. The family, church, police, community health services, mental health and treatment center, and concerned citizens must also play a role if our goal is to be accomplished. A community action team may be formed of school and community people. It will serve as a source of advice and support to the substance abuse program as it functions within the school.

The school does have and will perform specific functions, such as notifying parents of behavioral signals that may indicate a student's use or abuse or dependency on alcohol or chemicals and enforcement of approved disciplinary procedures.

In the case of recognized behavioral symptoms, a representative of the school trained in substance abuse intervention will meet with the student and parent(s) to discuss the nature and extent of the observable problem and recommend remedial action. In the case of a student's possession, sale or use and/or being under the influence of an unprescribed chemical during school or a school-related activity, the student may be suspended, counseled in school, referred to an outside agency and/or reported to the proper law enforcement authorities. The specific course of action will depend upon the attitude of the student, the cooperation of the parents, the seriousness of the offense, and the frequency of such offenses. The District will also supply the families (of chemical using and abusing students) a list of resources as well as other support services.

The District's schools will also service the community as an informational resource with regard to chemical abuse and dependency. This will be done in a variety of ways including adult education programs regarding chemical abuse, making staff members trained in substance abuse intervention available through a speaker's bureau and facilitating the training of interested community members.

Within the limits of available funds, the staff and student body will be invited and encouraged to develop skills in identifying and working with the substance abuse program. Additionally, it is expected that the community will do likewise. In promoting such, the Board believes that education offers one of the most effective tools to counter a potentially deadly problem. Further, the Board supports combining and coordinating our efforts and recognizes that this problem neither begins at the school door, nor is it contained within the geographical limits of the District. This problem will be resolved only to the degree that every element of the society, which it wounds, combines to be a part of the solution.

[Adoption date: June 18, 2002]

LEGAL REFS.: State Board of Education Minimum Standards
ORC 3301-35-03(H) (1) (a)

INPATIENT TREATMENT

A student who is absent from school in the District because of hospitalization at a treatment center will be treated the same way as any student who requires hospitalization. Hospitalization automatically provides an extension of days absent for the student and credit will not be withheld on that basis. Dependent upon the length of treatment, the student when he/she returns to school will resume his/her previously scheduled classes. It would follow that if treatment extends into the second semester, the new schedule will be followed. If a student has received an "incomplete" during the time of treatment, extended time will be given in order for the student to make up the work. The time frame for make-up work should not exceed four weeks.

If the student had not maintained a passing average in a semester course prior to treatment, advice of the counselor should be sought to determine other alternatives. A drop may be necessary to free some time within the student's schedule to lessen pressure and/or for participation in the various support groups. It is advisable that year long credit courses be maintained for possible credit.

Guidance counselors should alert the teachers of the returning student to provide good communication and a unified approach in dealing with make-up work. The intent of the attendance office is to best help the student who after treatment returns to school and help him/her maintain his/her sobriety. In addition, the Board hopes to give the student support and encouragement to continue in his/her studies.

POLICY OF THE BOARD OF EDUCATION
OF THE LUCAS LOCAL SCHOOL DISTRICT
REVISING SOME OF THE RULES ON STUDENT DISCIPLINE

INTRODUCTION

This Board finds and determines that pursuant to R.C. 3313.661 it is required to adopt a policy regarding suspension, expulsion, removal and permanent exclusion of pupils from school which specifies the type of misconduct for which a pupil may be suspended, expelled or removed. The purpose of this policy is to revise the rules covering the most serious form of misconduct.

SCOPE

The rules adopted in this policy shall apply to pupil misconduct on all property owned or controlled by the Lucas Local School District including school or chartered buses and school bus stops, as well as misconduct by a pupil which occurs off of school district property at curricular or extracurricular events, misconduct which is connected to activities or incidents that have occurred on property owned or controlled by the school district regardless of where the misconduct occurs, and misconduct by a pupil regardless of where it occurs directed at a district official or employee or the property of a district official or employee.

DEFINITIONS

For the purpose of this policy:

1. The word “firearm” shall have the same meaning as provided in 18 USC 921.
2. the word “knife” means a cutting instrument, regardless of the length of the blade, attached to a handle which may be used to cut anything.
3. The term “dangerous ordinance” shall have the same meaning as provided in R.C. 2923.11(K).

RULE 1 – WEAPONS/CRIMES/BOMB THREATS

- A. No pupil shall bring, possess or have in his/her control at any location within the scope of this rule a firearm, air-powered weapon including pellet, BB or paintball guns, starter pistols, dangerous ordinance, fireworks, knives or other instrument or object designed for use as a weapon or designed to resemble a weapon, including a toy gun.
- B. No pupil shall, at a location within the scope of this rule, commit any act that is a criminal offense if committed by an adult and that results in serious physical harm to persons as defined in division (A)(5) of Section 2901.01 of the Revised Code or serious physical harm to property as defined in division (A)(6) of Section 2901.01 of the Revised Code.
- C. No pupil shall make a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

RULE 2 – DRUGS AND LOOK-ALIKE DRUGS

No pupil shall, at a location within the scope of this rule, possess, use, sell, purchase, distribute, conceal or be under the influence of any illegal drug or any prescription medication unless prescribed for the pupil, or any substance designed, intended or promoted to look like or represented as an illegal drug or prescription medication or any drug paraphernalia.

RULE 3 – TOBACCO AND ALCOHOL

- A. No pupil shall, at a location within the scope of this rule, possess, use, sell distribute, conceal or consume alcohol in any form.
- B. No pupil shall, at a location within the scope of this rule, possess, use, sell, distribute, conceal, consume, ingest or smoke tobacco in any form or possess matches or lighters.

RULE 4 – RIGHTING, ASSAULT

No pupil shall, at a location within the scope of this rule, assault, fight with, menace, harass, threaten, intimidate or bully any other person. A separate policy on bullying pursuant to R.C. 3313.666 shall be adopted but shall not operate as a limitation upon this rule.

RULE 5 – THEFT

No pupil shall, at a location within the scope of this rule, steal, attempt to steal, or have the possession of property of another without the permission of the owner or a person authorized to give consent. This rule applies to property of the school district, other students, school district employees or any other person and includes unauthorized use of debit, credit or gift cards.

RULE 6 – VANDALISM

No pupil shall, at a location within the scope of this rule, cause or attempt to cause damage to real or personal property of another including property owned by the school district. This includes defacing, graffiti, and the introduction, deletion or attempt to introduce or delete any computer program.

PENALTIES

Violations of these rules may result in the following penalties:

- A. Ten (10) day suspension from school, which may be extended if necessary into the following school year.

- B. Expulsion from school for a period not to exceed the greater of eighty (80) school days or through the end of the semester in which the incident occurred provided, however, the expulsion may be extended pursuant to division (F) of R.C. 3313.66. In addition, if there are less than eighty (80) school days remaining in the school year, the Superintendent may extend any remaining part of the expulsion into the following school year. Notwithstanding the foregoing, the superintendent shall expel a pupil for a period of one (1) year, which as necessary may extend into the school year following the school year that gives rise to the expulsion, for bringing a firearm to school or other property owned or controlled by the Board or to an interscholastic competition, an extracurricular event or any other program or activity that is not located at a school or property owned or controlled by the school district. The Superintendent may reduce the one year expulsion on a case-by-case basis in accordance with the standards provided in division (D) of this rule.
- C. The Superintendent may expel a pupil for up to one (1) year, which may be extended into the following school year, for:
1. Bringing a knife to school or onto property owned or controlled by the Board, or to an interscholastic competition or extracurricular event or any other program or activity sponsored by the school district or in which the district is a participant;
 2. Possessing a firearm or a knife at a school or any other property owned or controlled by the Board or at an interscholastic competition or extracurricular event or any other program or activity sponsored by the school district or in which the district is a participant, which firearm or knife was originally brought by another person;
 3. For committing an act that is a criminal offense when committed by an adult which results in serious physical harm to persons as defined in division (A)(5) of R.C. 2901.01 or serious physical harm to property as defined in division (A)(6) of R.C. 2901.01 while the pupil is at school or on any other property owned or controlled by the Board, or at an interscholastic competition or extracurricular event or any other school program or activity;
 4. 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.
- D. The Superintendent may on a case-by-case basis reduce the one (1) year expulsion provided in this rule for a violation of division (C) based upon:
1. the pupil's disciplinary record;
 2. the specific circumstances of the violation;
 3. the lack of actual harm or the intent to harm other persons;
 2. medical, emotional or background issues which may have contributed to the misconduct.
- E. The Superintendent is also authorized to suspend all expulsions other than a firearm violation in whole or in part conditioned upon the pupil engaging in certain future conduct such as counseling, therapy or treatment, which addresses the reasons which resulted in the misconduct.

PROCEDURE

The procedure for suspension and expulsion shall be in accordance with R.C. 3313.66 and R.C. 3313.661. The notice of suspension or expulsion shall specifically state that the action may be appealed to the Board of Education or its designee only by delivering written notice of an intent to do so to the office of the Superintendent within ten (10) days of the date that the notice of suspension or expulsion was received by the parents, guardian or custodian of the pupil.

SPECIAL EDUCATION

This policy is subject to all limitations and procedural requirements which are necessary in order for this school district to remain in compliance with The Individuals With Disabilities Education Improvement Act, 20 USC 1401, et. seq.

PERMANENT EXCLUSION

A pupil who is at least sixteen (16) years of age and convicted or adjudicated of an offense as provided in R.C. 3313.662 may be subject to permanent exclusion by the Superintendent of Public Instruction. The Superintendent of this school district shall include in any suspension or expulsion notice the required provisions of that statute in those cases in which it is applicable. In addition, any expulsion is subject to extension in cases where permanent exclusion may occur pursuant to division (F) of R.C. 3313.66.

REPEALER

That the current Discipline Rules one through six contained in File JFC-R are hereby repealed. This policy shall not affect the remaining discipline rules contained in this policy under Misconduct Code – Part II, Rules seven through twenty.

[Adoption date: June 18, 2002]
(Revision date: April 19, 2004)
(Revision date: November 20, 2007)

AUTHORITY: R.C. 3313.66
R.C. 3313.661
R.C. 3313.662

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students may be allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours.

First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the end of the school day.

Second time violators of this policy will have the device confiscated and it will be kept in the Principal's office. The device will be released only to the parents.

Third time violators of this policy will not be permitted to have the device on school property.

Use of the electronic devices for cheating, showing obscene pictures, or for any other use deemed inappropriate by the Principal will result in at least a five day suspension and referral to law enforcement. The student will not be permitted to have the device on school property.

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central local in every school building and in the student handbooks.

[Adoption date: June 18, 2002]
(Revised date: March 15, 2005)
(Revised date: May 15, 2007)

LEGAL REFS.: ORC 3313.20; 3313.753

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/online Services (Acceptable Use and Internet Safety)
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing
Student Handbooks

UNSAFE SCHOOLS
(Persistently Dangerous Schools)

The Board complies with State and Federal law in adopting a policy on persistently dangerous schools

Beginning in the 2004-2005 school year, a student attending a "persistently dangerous" school in this District or becomes a victim of a "violent criminal offense," "as determined by State law," anywhere on District "grounds" or during school sponsored activities is allowed to attend another school in the District that is not persistently dangerous that offers instruction at the student's grade level. However, there is no transfer option if there is no other school in this District that offers instruction at the student's grade level.

A "persistently dangerous" school is defined by State law as a school that has two or more violent criminal offenses in or on school grounds, per 100 students, in each of two consecutive school years In schools with 300 or fewer students enrolled, six or more violent criminal offenses must occur. Likewise, if a school has 1350 or more students enrolled, 27 or more violent criminal offense must occur in each of two consecutive school years

"Violent criminal offense" refers to any violent criminal offense Set forth and defined in State law as violent in nature.

"As determined by State law" means that the student has been identified as the victim and the perpetrator has plead guilty to, been adjudicated or convicted of a violent criminal offense in an Ohio court.

"Grounds" includes school bus transportation to and from school and school sponsored activities and designated bus stops.

[Adoption date: March 25, 2003]

LEGAL REF.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

CROSS REF.: Student Handbooks

PREGNANT STUDENTS

The Board affirms the right of a pregnant student to continue her participation in the educational program.

As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a member of the student personnel staff or the principal to plan her educational program.

With the staff member involved, the student may elect any of the following educational plans or suggest alternatives.

1. She may remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health or that of the baby.
2. When information has been obtained from the student's physician indicating that the student is unable to attend school, home-bound instruction is available at school expense until her physician states that she is physically able to return to school.
3. With Board approval, she may temporarily withdraw from school and enroll in an approved educational program in which she can continue her education.

Efforts are made to ensure that the educational program of the student is disrupted as little as possible and that she receives health and counseling services, as well as instruction. Students under the age of 18 are still subject to compulsory education requirements. Students 18 or older are encouraged to return to school after delivery and complete requirements for graduation.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 3321.01; 3321.04

CROSS REF.: JEA, Compulsory Attendance Ages

INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

[Adoption date: June 18, 2002]
(Revision date: December 20, 2016)

LEGAL REFS.: U.S. Const. Amend. IV
ORC 3313.20

CROSS REF.: JF, Student Rights and Responsibilities
JHG, Reporting Child Abuse

THIS IS A REQUIRED POLICY

INTERROGATIONS AND SEARCHES

Searches of Student Property by School Personnel

The following rules apply to the search of school property assigned to a student (locker, desk, etc.), and the seizure of items in his/her possession:

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of Student's Person or Personal Property by School Personnel:

Building administrators are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person will be conducted by a member of the same sex as the student.
3. Searches will be conducted in the presence of another administrator or staff member
4. Parent(s) of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as feasible after completion of the search.
5. Where evidence indicating that a student has violated the law is uncovered, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Unattended Bags by School Personnel

Building administrators are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

Searches of Student Property by Law Enforcement Officials

A law enforcement agency must have probable cause or produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore the following steps shall be taken:

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.
5. To avoid possible criticism, a school official must be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).

7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the school learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle situations that are properly in the realm of the law enforcement agency.

[Approval date: June 18, 2002]
(Revision date: December 20, 2016)

STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps which he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discusses the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for student conduct outlined in the student handbook may result in the student's being disciplined. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662
3319.41

CROSS REFS.: ECAB, Vandalism
IGD, Cocurricular and Extracurricular Activities
JG, all subcodes
Student Handbook

CORPORAL PUNISHMENT

The Ohio Revised Code allows boards of education to ban the use of corporal punishment and this Board does not believe such punishment to be suitable. Corporal punishment is prohibited and shall not be used as a form of discipline in the District. The Board expects the administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents to promote appropriate, positive behavior.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is dealt with according to approved student discipline regulations.

Teachers, principals, administrators and support staff are authorized by law to use, within the scope of their employment, “such amount of 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.”

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 3313.20
3319.41

CROSS REFS.: ECAB, Vandalism
JG, Student Discipline
Student Code of Conduct
Student Handbook

STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential/intent to suspend and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - A. Superintendent;
 - B. Treasurer and
 - C. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

[Adoption date: June 18, 2002]

(Revised date: May 18, 2004)

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: IGCI, Community Service Learning
JEGA, Permanent Exclusion
JFC, Student Conduct
JFCEA, Gangs
JFCJ, Dangerous Weapons in the Schools
JGE, Student Expulsion

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and the Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC Chapter 2506
3313.66; 3313.661; 3313.662

CROSS REFS.: ECAB, Vandalism
JFCJ, Dangerous Weapons in the Schools
JGD, Student Suspension
JGE, Student Expulsion

STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer of the Board.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any superintendent expelling a pupil under R.C. 3313.66(D) for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year shall, in the notice required under this division, provide the pupil and the pupil's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

The list used in the area usually includes the Center for Individual and Family Services in Mansfield and any other agency that may provide some type of counseling service.

[Adoption date: June 18, 2002]
(Revised date: May 18, 2004)

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: ECAB, Vandalism
IGCI, Community Service Learning
JEGA, Permanent Exclusion
JFCJ, Dangerous Weapons in the Schools
JGD, Student Suspension
JGDA, Emergency Removal of Student

STUDENT EXPULSION

Denial of Admittance

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to a public school if the student has been expelled from the schools of another district in the state of Ohio or an out-of-state district and if the period of 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 his/her designee to determine if the student should be admitted before the end of his/her expulsion time frame.

The Superintendent will determine the admittance or nonadmittance of the student.

(Approval date: June 18, 2002)

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board recognizes the responsibility of the schools to help protect the health of students. Health Services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home and community service providers. The District's comprehensive school improvement plan, needs and resources determine the linages. The principal is responsible for the administration of the health program in his/her school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

[Adoption date: June 18, 2002]
(Revision date: March 25, 2003; December 16, 2003)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 ESC 1221 et seq.
Health Insurance Portability and Accountability Act; 20 USC 1181 et seq.
42 U.S.C. Sec. 12101 et seq. (1997) - 20 U.S.C. 1232 g Sec. 1400 6301 et seq.
(1997) – 29 U.S.C. Sec 794(a)(1988)
ORC 3313.50; 3313.67-3313.73
OAC 3301-35-04; 3301-35-06

CROSS REFS.: IGBA, Programs for Disabled Students
JED, Student Absences and Excuses
JHCB, Inoculations of Students
JHCD, Administering Medicines to Students
JHG, Reporting Child Abuse

NOTE: THIS IS A REQUIRED POLICY

PHYSICAL EXAMINATIONS OF STUDENTS

The District requires health records of students under the following circumstances.

1. Kindergarten and first grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

Annually the District will notify parents of physical exams or screenings conducted on students except for vision, hearing, or scoliosis.

The Richland County Health Department recommends vision and hearing screening in grades 1, 3, 5, and 9; vision screening in grade 7; and scoliosis screening in grades 5, 7, and 8.

[Adoption date: June 18, 2002]
(Revision date: March 25, 2003)

LEGAL REFS.: ORC 3313.50; 3313.671; 3313.673; 3313.68; 3313.73

CROSS REF.: JHCB, Inoculations of Students

IMMUNIZATIONS

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. The District will immediately enroll homeless students and foster students and assist in obtaining necessary immunization records. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

The District maintains an immunization record for each student, available in writing to parents upon request.

[Adoption date: June 18, 2002]
(Revision date: October 21, 2003)
(Revision date: June 20, 2006)
(Revision date: August 17, 2010)
(Revision date: December 21, 2010)
(Revision date: July 19, 2016)
(Revision date: December 20, 2016)

LEGAL REFS.: ORC 3313.67; 3313.671; 3313.71; 3313.711
3701.13

CROSS REFS.: JEC, School Admission
JECAA, Admission of Homeless Students
JHCA, Physical Examinations of Students
JHCC, Communicable Diseases

NOTE: Beginning with the 2016-2017 school year, students must receive the meningococcal vaccine in accordance with the Ohio Department of Health schedule. The Ohio Department of Health website provides a chart summarizing the school enrollment immunization requirements for each fall.

Each year, by October 15, school districts are required to submit a written summary, by school, to the director of health of the immunization records of all initial entry students in the district, on forms prescribed by the director.

Ohio Revised Code 3313.671 outlines the reasons for which parents can file objections for immunizations.

- *A student whose parent provides a written statement in which they decline to have the student immunized for reasons of conscience, including religious convictions, is not required to be immunized.*
- *A student whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.*
- *Students also may be exempt specifically from rubeola, mumps or chicken pox vaccinations if a signed statement is provided that the student has had these illnesses naturally.*

THIS IS A REQUIRED POLICY

COMMUNICABLE DISEASES

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well being of the school community and to efficient District operation.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Re-admission is dependent upon a decision by a physician, school nurse or public health nurse.

Parents may be informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

[Adoption date: June 18, 2002]
(Revision date: September 13, 2005)
(Revision date: December 21, 2010)

LEGAL REFS.: ORC 3313.67; 3313.671; 3313.68; 3313.71; 3319.321
3707.04; 3707.06; 3707.08; 3707.16; 3707.20; 3707.21; 3707.26

CROSS REF.: JHCA, Physical Examinations of Students
JHCB, Immunizations

HIV/AIDS
(Human Immunodeficiency Virus/
Acquired Immune Deficiency Syndrome)

General Principles

The Board 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 in assessing the needs of HIV-infected students or staff and keeping updated on current educational information to 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 a 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 opportunities for employment, retention and advancement for all staff members. Employees who are unable to perform their duties due to an illness, such as those related to HIV, 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 agreements or Board policies as appropriate. Changes 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 is the designee regarding all HIV incidences. When an individual is found to be infected with HIV, the Superintendent shall attempt to ascertain, in consultation with the infected individual, whether he/she has a secondary infection such as tuberculosis that constitutes a recognized risk of transmission in the school setting. This is a medical question that can only be determined by the infected person's physician. The Superintendent shall also attempt to determine ways that the District may help anticipate and meet the needs of the student or staff member infected with HIV.

If there is no secondary infection 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) of the student) with the medical advisors described above.

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. When the Superintendent makes a decision about the case, there shall be a fair and confidential process for appealing the decision.

If an individually tailored plan is necessary, it shall have a minimal impact on either education or employment. It must be medically, legally, educationally and ethically sound. The Superintendent periodically reviews individual cases and oversees 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 the written consent of the infected staff member or the infected student's parent(s).

HIV Advisory Committee

The President of the Board may appoint an HIV Advisory Committee. The Committee consists of one member of the Board, the Superintendent, one principal, one teacher, the District's legal counsel, the school physician and a doctor who specializes in communicable diseases. Other persons who may be considered as members include a guidance counselor, a student and an official of the County Department of Health. The function of the HIV Advisory Committee is:

1. to keep informed regarding the latest medical developments and information regarding HIV;
2. to advise the Board regarding policies and regulations and any changes which the committee recommends in such policies to the Board;
3. to advise the Board regarding the HIV education program;
4. to develop guidelines for Board consideration on hygienic practices in schools and
5. to assist any student, parent or employee who is seeking information about HIV.

HIV Education Program

The Board directs the administration, with the advice of the HIV Advisory Committee, to develop a program for educating persons regarding HIV. The program should provide a plan for making information about HIV available to students as a part of the health curriculum. HIV education should be developmentally appropriate to the grade level.

The Board directs the administration to develop an educational plan to inform employees about HIV-related issues and safety. In developing such programs, it is expected that information from sources such as the National Centers for Disease Control, the Ohio Department of Health and the Ohio Department of Education is utilized.

The educational program should ensure that, at a minimum, students and staff are informed in a consistent manner about:

1. the nature of HIV infection, including how it is and is not transmitted according to current scientific evidence;
2. District guidelines related to students and employees with diseases such as HIV infection;
3. resources within the District and the surrounding community for obtaining additional information or assistance and
4. procedures to prevent the spread of all communicable diseases at school.

[Adoption date: June 18, 2002]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2611 et seq.
ORC 3313.67; 3313.68; 3313.71
3319.13; 3319.141; 3319.321
3701.13; 3701.14
3707.06; 3707.08; 3707.20; 3707.21; 3707.26
3709.20; 3709.21
OAC 3301-35-02

CROSS REFS.: AC, Nondiscrimination
ACB, Nondiscrimination on the Basis of Disability
EBBC, Bloodborne Pathogens
GBA, Equal Opportunity Employment
GBE, Staff Health and Safety
GBL, Personnel Records
JB, Equal Educational Opportunities
JO, Student Records
Staff and Student Handbooks

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 restriction 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 lice and BE FREE OF NITS.

- F. A school nurse or school secretary will be assigned to recheck the child's head the morning he/she returns to school. If nits are found, the parent will be notified and expected to take the child home immediately.

[Adoption date: April 19, 2016]

ADMINISTERING MEDICINES TO STUDENTS

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

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

Inhalers for Asthma

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

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

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

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

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

[Adoption date: June 18, 2002]
(Revision date: March 25, 2003)
(Revision date: April 17, 2007)
(Revision date: October 21, 2014)

LEGAL REFS.: ORC 2305.23; 2305.231
3313.64; 3313.7112; 3313.712; 3313.713; 331.716; 3313.718
3314.03; 3314.141
OAC 3301-35-06

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

Self-Medication For Asthma Inhalers
Authorization Form

Student Name: _____ Date: _____

Address: _____

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, signatures and emergency phone numbers:

Physician Name: _____ Phone: _____

Signature: _____ Date: _____

Parent/Guardian Name: _____ Phone (work): _____
(home): _____
(other): _____

Signature: _____ Date: _____

Copies must be provided to Principal and to the School Nurse

[Adoption Date: March 25, 2003]
Lucas Local School District, Lucas, Ohio

ADMINISTERING MEDICINES TO STUDENTS
(Use of Epinephrine Autoinjectors)

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

The prescriber's written approval must specify at least the following information.

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

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

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

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

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

(Approval date: June 18, 2002)
(Revision date: March 25, 2003)
(Revision date: April 17, 2007)

EPINEPHRINE AUTO INJECTORS
(Use of Epinephrine Auto Injectors Without Prescription)

Prescriber-Issued Protocol:

[Definitive orders for epinephrine auto injectors and dosage to be administered.]

District Protocol:

1. Epinephrine auto injectors shall be stored at each building in the secure, locked location other prescription medications are stored.
2. Epinephrine auto injectors shall be kept in the carrying tube they come in, tightly closed, at room temperature and away from light, extreme temperatures and moisture. Epinephrine auto injectors must be replaced when the expiration date on the device or device packaging has passed. An epinephrine auto injector must be disposed of if used or tampered with.
3. In addition to school nurses and athletic trainers, Board employees who have received training in accordance with this policy may access and use an epinephrine auto injector to provide a dosage of epinephrine to an individual in an emergency situation.
4. The District's nurse or another licensed healthcare provider, as determined by the Superintendent, shall provide epinephrine auto injector training to Board employees in accordance with this policy. Such training shall include lessons on proper storage, procurement, and use of the epinephrine auto injector. Such training must be completed before an employee is authorized to access and use an epinephrine auto injector.
5. A school nurse, athletic trainer, or other employee authorized to access and use an epinephrine auto injector may use such device if an individual exhibits signs and symptoms of anaphylaxis, or in other emergency situations where use is medically necessary.
6. Assistance from an emergency medical provider must be requested immediately after an epinephrine injector is used.
7. A dosage of epinephrine may be administered through an epinephrine auto injector in an emergency situation to students, Board employees or contractors, and school visitors.

[Adoption date: December 16, 2014]

LEGAL REFS.: ORC 3313.718
3313.7110

ADMINISTERING MEDICINES TO STUDENTS
(Use of Asthma Inhalers)

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

The physician's written approval must specify the minimum following information:

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

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

[Approval date: February 17, 2015]

THIS IS A REQUIRED REGULATION

STUDENT SAFETY

The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students. Safety instruction in the District includes:

1. establishing appropriate safety rules;
2. learning how to practice safety and prevent accidents;
3. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
4. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
5. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes;
6. learning how to cooperate with others in the promotion and operation of a safety program in the schools, on schools grounds, and in school vehicles;
7. instructing students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents, or law enforcement officials of any suspicious strangers in or around school property;
8. providing instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction and
9. providing age-appropriate instruction in dating violence prevention in grades 7 through 12.

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, immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

[Adoption date: June 18, 2002]
(Revision date: March 21, 2006)
(Revision date: August 17, 2010)

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.96
3737.73
OAC 3301-35-06

CROSS REFS.: AFI, Evaluation of Educational Resources
EB, Safety Program
GBH, Staff-Student Relations (Also JM)
IGAE, Health Education
JEE, Student Attendance Accounting (Missing and Absent Children)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating
Violence)
JFCH, Alcohol Use by Students
JFCI, Student Drug Abuse
JHG, Reporting of Child Abuse
JHH, Notification About Sex Offenders
JO, Student Records

THIS IS A REQUIRED POLICY

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.

[Adoption date: April 17, 2007]

LEGAL REFS.: ORC 3327.01; 3327.09;
4507.05; 4507.07

CROSS REFS.: EEA, Student Transportation Services
EEAE, Student Transportation in Private Vehicles

REPORTING CHILD ABUSE

All employees of the District who know or have reasonable cause to suspect that child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention for all nurses, teachers, counselors, school psychologists and administrators. This program is developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Each person employed by the Board to work as a nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in the prevention of child abuse, violence and substance abuse, school safety and the promotion of positive youth development within two years of commencing employment with the District, and every five years thereafter.

In addition, middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

[Adoption date: June 18, 2002]
(Revision date: October 19, 2004)
(Revision date: February 8, 2011)

LEGAL REFS.: ORC 2151.011; 2151.421
3313.662; 3313.666
3319.073

CROSS REFS.: EB, Safety Program
EBC, Emergency/Safety Plans
IGAE, Health Education
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating
Violence)
JHF, Student Safety

THIS IS A REQUIRED POLICY

NOTIFICATION ABOUT SEX OFFENDERS

Megan's Law requires certain sexual predators and sex offenders to register with the sheriff in the county of their residence. In some circumstances the sheriff notifies the Superintendent that a sexual predator or habitual sex offender has moved into the area.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the Superintendent disseminates the information regarding the sexual predator or habitual sex offender to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent if the sexual predator or habitual sex offender is observed in the vicinity of the school. The Superintendent notifies the local law enforcement agency if, in the judgment of the Superintendent, the presence of the sexual predator or habitual sex offender appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action which the Superintendent should consider taking.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a sexual predator or habitual sex offender is residing within the District and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

With juvenile sex offenders the Superintendent's notification duties are the same as with adult offenders. The Superintendent provides a copy of the county sheriff's sexual offender notice to his/her staff so that they are aware of the juvenile offender's information and photograph. The Superintendent must then notify parents that the school has received notice that a juvenile sex offender is attending school (or if an adult offender, working or attending school) in the District, and direct parents who want more information to the county sheriff's office.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

[Adoption date: June 18, 2002]

(Revision date: December 16, 2003)

LEGAL REFS.: 42 USC 14071; ORC Chapter 2950, §149.93

OAC Chapter 109:5-2

CROSS REF.: GBQ, Criminal Record Check

THIS IS A REQUIRED POLICY

STUDENT AWARDS AND SCHOLARSHIPS

The Board values excellence and wishes to encourage students to do their best in all endeavors. The Board directs the Superintendent to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for academic accomplishment, as well as for distinguished service to the District through community service and/or cocurricular and extracurricular participation. Examples include, but are not limited to, the following:

1. academic excellence
2. community service (includes service to the school)
3. perfect attendance
4. cocurricular participation (band, choir, etc.)
5. extracurricular participation (athletics, intramural activities, other groups or clubs, etc.)

Each school may submit to the Superintendent recommendations for special recognition of any student or group of students who demonstrate accomplishments that benefit the District or the community.

Any person or organization desiring to give a gift, or make a grant or bequest, for special recognition of any student or group of students must contact the Superintendent, who submits the request to the Board.

Donations may be offered to the District in order to provide scholarship awards to students, provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

[Adoption date: June 18, 2002]

LEGAL REFS.: ORC 9.20
3313.20; 3313.36

CROSS REFS.: JO, Student Records
KH, Public Gifts to the Schools

EMPLOYMENT OF STUDENTS

The Board believes that a student's school responsibilities are to take precedence over nonschool-related jobs. However, the Board acknowledges that extenuating circumstances may surface when a student may need to forgo the traditional method of obtaining an education in order to work and provide support or care for himself/herself or his/her family members.

If a student needs to work while attending school, he/she is cautioned against assuming work commitments which interfere with his/her studies and achievement in school. Opportunities for employment may be provided through work-experience programs and other employers in accordance with the following provisions for obtaining age and schooling certificates.

Age and Schooling Certificates (Work Permits)

All students under the age of 18 must apply for a work permit in order to legally obtain paid employment. Students, ages 16 and 17, must have valid work permits for paid employment during the school year. Students, ages 14 and 15, must obtain valid work permits for employment at all times of the year.

In compliance with State law, the Superintendent/designee is responsible for processing requests for and issuing all work permits as necessary. Students must provide all the documentation required by State law including, but not limited to, proof of age and physical fitness. Proof must also be provided identifying the potential employer as places of employment where minors can legally work.

In-School Employment

The Board may make available to students part-time and summer jobs commensurate with their abilities and the needs of the District for student employees. The Board also authorizes the District to provide cooperative work-experience programs.

The Board approves appointments and establishes pay rates. These rates comply with requirements of the minimum wage law.

[Adoption date: June 18, 2002]
(Revision date: September 15, 2009)

LEGAL REFS.: 48 USC 1324a et seq.
ORC 3313.56; 3313.93
3321.08 through 3321.11
3331.01; 3331.02; 3331.04; 3331.06 through 3331.09
Chapter 4109
4111.02

CROSS REFS.: IGADA, Work-Experience Opportunities
JECE, Student Withdrawal from School
JEG, Exclusions and Exemptions from School Attendance

STUDENT GIFTS AND SOLICITATIONS

There are differences in the economic status of families represented by the students in the District, and the Board wishes to avoid any embarrassment to students or hardship on families which lack financial resources. The Board does not wish to burden the community with numerous, repeated solicitations by the students.

The following guidelines are in effect.

1. Teachers discourage gifts from students. Notes of appreciation are appropriate.
2. Charity or general solicitations from students are permitted only after written approval has been given by the Superintendent. The Superintendent annually approves all solicitations which are permitted in the schools.
3. There is no solicitation of money from local industry, businesses, District residents, parents or by any school organization without the approval of the Superintendent. All solicitations and fund-raising activities by student groups must be in compliance with the District's policy on student fund-raising activities.
4. When the graduating class wishes to present a gift to the school, it is encouraged to donate the balance of the class fund to a school service project, the school scholarship fund or to present a gift that has long-lasting benefit to all students in the District.
5. Permission is never given for the school to sponsor nonschool fund raisers or to provide for student involvement in such activities.

[Adoption date: June 18, 2002]

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBI, Staff Gifts and Solicitations
IGDF, Student Fund-Raising Activities
KI, Public Solicitations in the Schools
KJ, Advertising in the Schools

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members 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.
12. Staff members 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.

Social Networking Websites

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing personal social networking website passwords to students.
3. Fraternalization between District staff and students via the Internet, personal e-mail accounts, personal social networking websites and other modes of virtual technology is also prohibited.
4. Access of personal social networking websites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Staff and Student Codes of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and or use of social networking websites created for curricular, cocurricular or extracurricular purposes.

[Adoption date: June 18, 2002]
(Revision date: December 21, 2010)

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBC, Staff Ethics
GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JG, Student Discipline
JHF, Student Safety
JHG, Reporting Child Abuse
JL, Student Gifts and Solicitations
JO, Student Records
KBA, Public's Right to Know
Staff Handbooks
Student Handbooks

CONTRACT REFS.: Teachers' Negotiated Agreement

STUDENT FEES, FINES AND CHARGES

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the General funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act, will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the appropriate Fund of the Board.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full except where required by state law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

[Adoption date: June 18, 2002]
(Revised date: September 19, 2006)
(Revised date: February 16, 2010)
(Revision date: August 17, 2010)
(Revision date: December 20, 2011)
(Revision date: April 15, 2014)

LEGAL REFS.: National School Lunch Act of 1946, 42 USC 1751
Child Nutrition Act of 1966, 42 USC 1771
ORC 3313.642
3329.06

CROSS REFS.: IGCB, Experimental Programs
IGCD, Educational Options (Also LEB)

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with Ohio law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation
11. grade level
12. the most recent educational agency or institution attended

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

[Adoption date: June 18, 2002]
(Revision date: February 18, 2003 and December 16, 2003)
(Revision date: August 16, 2016)
(Revision date: December 20, 2016)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Family Educational Rights and Privacy Act; 20 USC § 1232g
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.
ORC 111.41; 111.42; 111.43; 111.46; 111.47; 111.99
149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3331.13
OAC 3301-35-02(B)(4)(b); 3301-35-03(E)

CROSS REFS.: AFI, Evaluation of Educational Resources
EHA, Data and Records Retention
JECAA, Admission of Homeless Students
KBA, Public's Right to Know
KKA, Recruiters in the Schools

THIS IS A REQUIRED POLICY

STUDENT RECORDS

1. Each student's official school records include the following.
 - A. Records to be retained permanently
 - 1) name and address of parent(s)
 - 2) verification of date and place of birth
 - 3) dates and record of attendance
 - 4) course enrollment and grades
 - 5) test data
 - 6) date of graduation or withdrawal
 - B. Records of verifiable information to be retained during the student's school career
 - 1) medical/health data
 - 2) individual psychological evaluation (gathered with written consent of parent(s))
 - 3) individual intelligence tests, tests for learning disabilities, etc. (counselor-administered)
 - 4) other verifiable information to be used in educational decision making
2. Maintaining student records
 - A. Transcripts of the scholastic record contain only factual information. The District confines its recordkeeping to tasks with clearly defined educational ends.
 - B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
 - C. Teacher and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.
 - D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

The following definitions of terms pertain to this statement of policy.

Student—any person who attends or has attended a program of instruction sponsored by the Board.

Eligible student—a student or former student who has reached age 18 or is attending a postsecondary school.

Parent—either natural parent of a student, unless his/her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

Dates of attendance—means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student’s attendance at an educational agency or institution.

Education records—any records (in handwriting, print, tapes, film or other medium) maintained by the District, an employee of the District or an agent of the District which are related to a student, except:

1. a personal record kept by a school staff member that meets the following tests:
 - A. it is in the sole possession of the individual who made it;
 - B. used only as a personal memory aid and
 - C. information contained in it has never been revealed or made available to any other person, except the maker’s temporary substitute;
2. an employment record which is used only in relation to a student’s employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course) and
3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student and
4. peer-graded papers before they are collected and recorded by a teacher.

Personal identifier—any data or information which makes the subject of a record known, including the student’s name, the student’s or student’s family address, the name of the student’s parent or other family members, a personal identifier such as the student’s social security number, a student number or other indirect identifiers, such as the student’s date of birth, place of birth or mother’s maiden name, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under Ohio and Federal laws and under this policy. The District also sends home with each student a bulletin listing these rights; the bulletin is included with a packet of material provided to parents or eligible students when the students enroll during the school year.

The notice includes:

1. the right of a parent(s) or eligible student to inspect and review the student’s education records;

2. the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. the right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;
4. the right of any person to file a complaint with the Department of Education if the District violates the FERPA and
5. the procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
<u>Cumulative School Records</u>	Principal or Guidance Offices	Principal or Guidance Counselor
<u>Cumulative School Records (Former Students)</u>	Central Office and High School	Treasurer and Principal
<u>Health Records</u>	Principal or Guidance Office	Principal or Guidance Counselor
<u>Speech Therapy Records</u> <u>Psychological Records</u>	Principals or Guidance Office	Principal or Guidance Counselor
<u>School Transportation Records</u>	School Bus Garage	Director of Pupil Transportation
<u>Special Test Records</u>	Principal or Guidance Office	Principal or Guidance Counselor
<u>Occasional Records</u> (Student education records not identified above; such as those in Superintendent's office, in the school attorney's office, or in the personal possession of teachers)	Principals' Offices	Principals

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records which he/she wishes to inspect.

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies, at the exact location or records brought to a single site).

The principal (or other custodian) makes the needed arrangements as promptly as possible and notifies the parent(s) or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent(s) or eligible student cannot personally inspect and review a student's education records, the District arranges for the parent(s) or eligible student to obtain copies of the records. (See information below regarding fees for copies of records.)

When records contain information about students other than a parent(s)' child or the eligible student, the parent(s) or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The District does not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived, in part or entirely, by the records custodian. The District reserves the right to make a charge for copies, such as transcripts, which it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by law) if the student has an unpaid financial obligation to the District.

Federal law requires the District to provide copies of records for the following reasons:

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;
2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or
3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The fee for copies provided under Federal law may not include the costs for search and retrieval. This fee is actual copying cost less hardship factor.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience is the actual search, retrieval copying cost and postage, if any.

DIRECTORY INFORMATION

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity or when disclosure is otherwise prohibited by law. Such information includes:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information which it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items which the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who are school officials. An official is:

1. a person duly elected to the Board;
2. a person certificated by the State and appointed by the Board to an administrative or supervisory position;
3. a person certificated by the State and under contract to the Board as an instructor;
4. a person employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute or
5. a person employed by, or under contract to, the Board to perform a special task such as a secretary, a Treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor.
6. a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that the outside party:
 - A. performs an institutional service or function for which the District would otherwise use employees;
 - B. is under the direct control of the District with respect to the use and maintenance of education records and
 - C. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to:

1. perform an administrative task required in the school employee's position description approved by the Board;
2. perform a supervisory or instructional task directly related to the student's education or
3. perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

NOTE: The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. A district that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.

The District releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the school Superintendent or a person designated in writing by the Superintendent may permit disclosure under the following conditions:

1. when students seek or intend to enroll in another school district or a postsecondary school; The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record)
2. when certain Federal and State officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid to students need the information to:
 - A. establish the student's eligibility for the aid;
 - B. determine the amount of financial aid;
 - C. establish the conditions for the receipt of the financial aid or
 - D. enforce the agreement between the provider and the receiver of financial aid;
4. if a State law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
6. when accrediting organizations need those records to carry out their accrediting functions;
7. when parents of eligible students claim the student as a dependent;
8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision, except when a parent is party to a court proceeding involving child abuse or neglect or dependency, and the order is issued in the context of that proceeding;
9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;

10. the disclosure is in connection with a health and safety emergency;
11. the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable federal guidelines and
12. to an agency caseworker or other representative of a state or local child welfare agency when the agency is legally responsible for the care and protection of the child. Information obtained will not be disclosed by the agency to any other agency or individual, unless they are engaged in addressing the education needs of the child and authorized by the agency to have access and the disclosure is consistent with the State laws applicable to protecting the confidentiality of the student's education records.

The District discloses personally identifiable information from student education records to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The District records the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

1. the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and
2. parties to whom the District disclosed the information.

The District is required to permit the Ohio Department of Education to have access to personally identifiable information about a student if the Ohio Department of Education needs the information to:

1. notify the District or school attended in the District of threats or descriptions of harm included in the student's response to an achievement test question;
2. verify the accuracy of the student's achievement test score or
3. determine whether the student satisfies the alternative conditions for a high school diploma.

District officials may release information from a student's education records if the student's parent(s) or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:

1. a specification of the records to be released;
2. the reasons for the disclosure;

3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;
4. the parent(s) or student's signature and
5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The District does not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information is not redisclosed, without the parent(s)' or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to Federal, State or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request and
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
5. in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the agency or institution disclosed the information.

The District maintains this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights.

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" is used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" is used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" is used to describe the parent(s) of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct the education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

First-level decision. When a parent of a student or an eligible student finds an item in the student's education records which he/she believes is inaccurate, misleading or in violation of student rights, he/she should immediately ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the records custodian makes the correction. If the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction, or the records do not appear to be obviously incorrect, he/she:

1. provides the requester a copy of the questioned records at no cost;
2. asks the requester to initiate a written request for the change and
3. follows the procedure for a second-level decision.

Second-level decision. The written requests to correct a student's education records through the procedure at this level should specify the correction which the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he/she believes the item:

1. is inaccurate and why;
2. is misleading and why and/or
3. violates student rights and why.

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;
2. discusses it with other school officials; (the person who made the record or those who may have a professional concern about the District's response to the request)
3. makes a decision to comply or decline to comply with the request and
4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

If, as a result of this review and discussion, the records custodian decides the records should be corrected, he/she effects the change and notifies the requester in writing that he/she has made the change. Each such notice includes an invitation for the requester to inspect and review the student's education records to make certain that the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, he/she makes a written summary of any discussions with other officials and of his/her findings in the matter. He/She transmits this summary and a copy of the written request to the Superintendent.

Third-level decision. The Superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

If the Superintendent decides the records are incorrect and should be changed, he/she advises the record custodian to make the changes. The record custodian advises the requester of the change as he/she would if the change had been made at the second level.

If the Superintendent decides the records are correct, he/she prepares a letter to the requester which includes:

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;

3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and
4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

Fourth-level decision. After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent, within a week, notifies the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer provides the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within one week after the hearing, the hearing officer submits to the Superintendent a written summary of the evidence submitted at the hearing. Together with the summary, the hearing officer submits his/her recommendation, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The Superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The Superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent takes one of the following actions.

1. If the decision is that the District changes the records, the Superintendent instructs the records custodian to correct the records. The records custodian corrects the records and notifies the requester as in the context of the second-level decision.
2. If the decision is that the District does not change the records, the Superintendent prepares a written notice to the requester which includes:
 - A. the District's decision that the records are correct and will not be changed;
 - B. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision and
 - C. advice to the requester that he/she may place in the student's education records an explanatory statement which states the reasons why he/she disagrees with the District's decision and/or the reasons he/she believes the records are incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it maintains that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement is attached to the questioned part of the records and whenever the questioned part of the records is disclosed, the explanatory statement is also disclosed.

(Approval date: June 18, 2002)

(Revision date: June 19, 2007)

(Revision date: December 20, 2016)

Denial of Permission to Release Directory Information Without Prior Written Consent

Dear Parent:

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District.

Directory information includes the following kinds of information:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Please circle the specific categories of information, if any, listed above that you do **not** wish to be released without your specific prior written permission.

_____ The release of all Directory Information is denied.

This form must be completed and returned to the principal within 10 days after publication of the notice on "Directory Information" if the release of specific Directory Information is denied.

Name of Student

School

Grade

Parent's/Guardian's Signature

Date

STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in Board-approved third party surveys. The school must also give parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student that are "potentially embarrassing" to the student or the student's family";
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the students or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

1. postsecondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;
4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessments;
5. the sale by students of products or services to raise funds for school or education-related activities or
6. student recognition program.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. the administration of a survey containing any of the eight items identified in this policy and
3. annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

[Adoption date: April 19, 2004]
(Revision date: September 13, 2005)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
USA Patriot Act, Sec. 507, P.L. 107-56
Family Educational Rights and Privacy Act; 20 USC Sec. 1232g
ORC 149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13 3331.13
OAC 3301-35-04; 3301-35-07

Selected Sample Policy
OHIO POLICY REFERENCE MANUAL

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS
(Restraint and Seclusion)

Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a system-wide basis. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
 - B. uses pressure point, pain compliance or joint manipulation techniques or
 - C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment;
4. child endangerment, as defined by Ohio Revised Code Section (RC) 2919.22;
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
7. chemical restraint;
8. mechanical restraint (that 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);

9. aversive behavioral interventions or
10. seclusion in a locked room or area.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and

4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

Training and Professional Development

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a system-wide basis.

Data and Reporting

Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the Ohio Department of Education (ODE), as requested by ODE.

Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

[Adoption date: April 15, 2014]

(Revision date: May 17, 2015)

LEGAL REF.: ORC 2919.22
3319.46
3326.11
3328.24
OAC 3301-35-15
3301-37-10

CROSS REFS.: IGBA, Programs for Students with Disabilities
JF, Student Rights and Responsibilities
JGA, Corporal Punishment
JH, Student Welfare
JHF, Student Safety

THIS IS A REQUIRED POLICY