



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	For BD, Copy of Vol. 41, No. 1 - August 2022 Revised WEAPONS
Code	po1617
Status	
Adopted	November 22, 2021

REVISED POLICY - VOL. 41, NO. 1

1617 - WEAPONS

The Board of Education prohibits staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle, except as permitted by law.

The term weapon includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous **ordinances** under State law.

The Superintendent shall immediately refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member who violates this policy will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- A. weapons under the control of State or Federal agents authorized to carry deadly weapons who are acting within the scope of their duties or law enforcement agents, ~~and~~ ~~(-)~~ weapons carried by security personnel ~~or other designated staff~~ employed by the Board who are qualified under State law to carry a weapon in a school safety zone while on active duty;
- B. ~~an individual who has been issued a concealed handgun license that is valid at the time of conveyance a person who has a valid concealed handgun license or who is an active duty member of the armed forces with a valid military identification card and documentation of successful completion of firearms training if the handgun remains in a vehicle with the individual or is left in a locked vehicle when the person exits the vehicle;~~
- C. (.) weapons carried by other qualified individuals who receive written authorization by the Board as summarized below:

Qualified Individuals with Written Authorization to Carry Weapons

Individuals who are not hired to serve as special police officers or security guards, or to serve in similar law enforcement or security positions, may receive written authorization from the Board to carry weapons onto school property if they meet the following requirements:

1. the individuals have successfully completed the curriculum and training required under State law, or alternatively have received a certificate of satisfactory completion of an approved basic peace officer

training program, or are a law enforcement officer; and

2. the individual submits to an annual criminal background check.

Qualified individuals who have not completed the peace officer training program must complete initial training of up to twenty-four (24) hours, as well as annual requalification training of up to eight (8) hours, which is developed and provided by the Department of Public Safety’s Mobile Training Team ("MTT"). In addition to the training required under State law, the Board may require further training for individuals to become or remain eligible. Individuals must fulfill any other requirements adopted by the Department of Public Safety as well. The Board will pay all fees associated with any required training. As an alternative to requiring a designated individual to complete training provided by the MTT, the Board has the authority to develop and adopt alternate curriculum, instruction, and training that follows the private investigator and security guard firearms training guidelines. Alternate curriculum and training will be submitted and approved in advance by the Ohio School Safety and Crisis Center ("OSSCC").

D. () objects indistinguishable from a firearm used during school safety trainings;

E. () items indistinguishable from a firearm approved by a principal as part of a class or individual presentation under adult supervision if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);

F. (X) theatrical props used in appropriate settings;

G. (X) starter pistols used in appropriate sporting events.

H. () _____.

The Board will notify the public, using the Board’s regular channels of public communication, that it has authorized one (1) or more persons to go armed within a school operated by the Board if when such authorization is granted. The Board will also submit a current list of qualified individuals who have received written authorization to carry weapons to the OSSCC which is within the Department of Public Safety. Records pertaining to individuals authorized to carry weapons onto school property do not constitute public records.

Staff members shall immediately report any information concerning weapons and/or threats of violence by students, staff members, or visitors to their supervisor. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

"Unless otherwise authorized by law, pursuant to R.C. 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone."

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R.C. 109.78, **149.43, 149.433**

R.C. 2923.11, 2923.12, 2923.19, 2923.22, 2923.122, 2923.161, 3313.20

R.C. 5502.70, 5502.701, 5502.702, 5502.703

18 U.S.C. 922

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Legal R.C. 109.78, 149.43, 149.433

R.C. 2923.11, 2923.12, 2923.19, 2923.22, 2923.122, 2923.161, 3313.20

R.C. 5502.70, 5502.701, 5502.702, 5502.703

18 U.S.C. 922



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	For BDCopy of Vol. 41, No. 1 - August 2022 Revised WEAPONS
Code	po3217
Status	
Adopted	December 18, 2017
Last Revised	November 22, 2021

REVISED POLICY - VOL. 41, NO. 1

3217 - WEAPONS

The Board of Education prohibits staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle, except as permitted by law.

The term weapon includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous **ordinances** under State law.

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Exceptions to this policy include:

- A. weapons under the control of State or Federal agents authorized to carry deadly weapons who are acting within the scope of their duties or law enforcement agents, ~~and~~ weapons carried by security personnel ~~or other designated staff~~ employed by the Board who are qualified under State law to carry a weapon in a school safety zone while on active duty;

~~**[DRAFTING NOTE: The Ohio Supreme Court has ruled that under current State law an employee must have completed either the State approved basic peace officer training program or have at least twenty (20) years of active-duty experience as a peace officer in order to be qualified to carry a gun onto school property. Gabbard v. Madison Local Sch. Dist. Bd. of Edn. Slip Opinion No. 2021-Ohio-2067 (June 23, 2021). Districts should consult with legal counsel to confirm eligibility requirements under current law before designating an employee to carry a concealed weapon onto school property.]**~~

- ~~B. **handguns in the possession of an individual who has been issued a concealed handgun license that is valid at the time of conveyance** ~~a person who has a valid concealed handgun license or who is an active-duty member of the armed forces with a valid military identification card and documentation of successful completion of firearms training if the handgun remains in a vehicle with the individual or is left in a locked vehicle when the person exits the vehicle;~~~~

[DRAFTING NOTE: With the passage of S.B. 215, Ohio's concealed-carry gun laws changed significantly. The change took effect June 13, 2022, and for the first time, authorized qualified individuals to carry certain

weapons without an official concealed-carry license. The revised law defines "qualifying adult" as a person who is twenty-one (21) years of age or older, is not legally prohibited from possessing or receiving a firearm under specified Federal or State law, and satisfies specified criteria necessary to obtain a concealed handgun license. Importantly, however, the law still requires an individual to have a concealed-carry permit or be an active duty member to carry a weapon onto school grounds under these limited circumstances. Permitless carriers are not allowed to carry weapons into a school safety zone. A violation of this law is still considered a felony offense in Ohio.]

- C. **() weapons carried by other qualified individuals who receive written authorization by the Board as summarized below:**

Qualified Individuals with Written Authorization to Carry Weapons

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1. **the individuals have successfully completed the curriculum and training required under State law, or alternatively have received a certificate of satisfactory completion of an approved basic peace officer training program, or are a law enforcement officer; and**
2. **the individual submits to an annual criminal background check.**

Qualified individuals who have not completed the peace officer training program must complete initial training of up to twenty-four (24) hours, as well as annual requalification training of up to eight (8) hours, which is developed and provided by the Department of Public Safety's Mobile Training Team ("MTT"). In addition to the training required under State law, the Board may require further training for individuals to become or remain eligible. Individuals must fulfill any other requirements adopted by the Department of Public Safety as well. The Board will pay all fees associated with any required training. As an alternative to requiring a designated individual to complete training provided by the MTT, the Board has the authority to develop and adopt alternate curriculum, instruction, and training that follows the private investigator and security guard firearms training guidelines. Alternate curriculum and training will be submitted and approved in advance by the Ohio School Safety and Crisis Center ("OSSCC").

- D. **()** objects indistinguishable from a firearm used during school safety trainings;
- E. **()** items indistinguishable from a firearm approved by a principal as part of a class or individual presentation under adult supervision if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- F. **(X)** theatrical props used in appropriate settings;
- G. **(X)** starter pistols used in appropriate sporting events.
- H. **()** _____.

The Board will notify the public, using the Board's regular channels of public communication, that it has authorized one (1) or more persons to go armed within a school operated by the Board if when such authorization is granted. The Board will also submit a current list of qualified individuals who have received written authorization to carry weapons to the OSSCC which is within the Department of Public Safety. Records pertaining to individuals authorized to carry weapons onto school property do not constitute public records.

Staff members shall immediately report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the _____. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

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those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

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R.C. 2923.11, 2923.12, 2923.19, 2923.22, 2923.122, 2923.161, 3313.20

R.C. 5502.70, 5502.701, 5502.702, 5502.703

18 U.S.C. 922

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Legal

R.C. 109.78, 149.43, 149.433

R.C. 2923.11, 2923.12, 2923.19, 2923.22, 2923.122, 2923.161, 3313.20

R.C. 5502.70, 5502.701, 5502.702, 5502.703

18 U.S.C. 922



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	For BD Copy of Vol. 41, No. 1 - August 2022 Revised WEAPONS
Code	po4217
Status	
Adopted	December 18, 2017
Last Revised	November 22, 2021

REVISED POLICY - VOL. 41, NO. 1

4217 - WEAPONS

The Board of Education prohibits staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle, except as permitted by law.

The term weapon includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous **ordinances** under State law.

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- B. ~~handguns in the possession of an individual who has been issued a concealed handgun license that is valid at the time of conveyance or who is an active-duty member of the armed forces with a valid military identification card and documentation of successful completion of firearms training if the handgun remains in a vehicle with the individual or is left in a locked vehicle when the person exits the vehicle;~~

~~**[DRAFTING NOTE: With the passage of S.B. 215, Ohio's concealed-carry gun laws changed significantly. The change took effect June 13, 2022 and for the first time, authorized qualified individuals to carry certain weapons without an official concealed-carry license. The revised law defines "qualifying adult" as a person who is**~~

~~twenty-one (21) years of age or older, is not legally prohibited from possessing or receiving a firearm under specified Federal or State law, and satisfies specified criteria necessary to obtain a concealed handgun license. Importantly, however, the law still requires an individual to have a concealed carry permit or be an active duty member to carry a weapon onto school grounds under these limited circumstances. Permitless carriers are not allowed to carry weapons into a school safety zone. A violation of this law is still considered a felony offense in Ohio.~~

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2. the individual submits to an annual criminal background check.

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- F. theatrical props used in appropriate settings;
- G. starter pistols used in appropriate sporting events.
- H. _____.

The Board will notify the public, using the Board's regular channels of public communication, that it has authorized one (1) or more persons to go armed within a school operated by the Board if when such authorization is granted. The Board will also submit a current list of qualified individuals who have received written authorization to carry weapons to the OSSCC which is within the Department of Public Safety. Records pertaining to individuals authorized to carry weapons onto school property do not constitute public records.

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those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R.C. 109.78, **149.43, 149.433**

R.C. 2923.11, 2923.12, 2923.19, 2923.22, 2923.122, 2923.161, 3313.20

R.C. 5502.70, 5502.701, 5502.702, 5502.703

18 U.S.C. 922

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Legal

R.C. 109.78, 149.43, 149.433

R.C. 2923.11, 2923.12, 2923.19, 2923.22, 2923.122, 2923.161, 3313.20

R.C. 5502.70, 5502.701, 5502.702, 5502.703

18 U.S.C. 922



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Code	po7217
Status	
Adopted	December 18, 2017
Last Revised	February 28, 2022

REVISED POLICY - VOL. 41, NO. 1

7217 - WEAPONS

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle, except as permitted by law.

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law.

The Superintendent shall immediately refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Exceptions to this policy include:

- A. weapons under the control of State or Federal agents authorized to carry deadly weapons who are acting within the scope of their duties or law enforcement agents, ~~and~~ ~~(-)~~ weapons carried by security personnel ~~or other designated staff~~ employed by the Board who are qualified under State law to carry a weapon in a school safety zone while on active duty; ~~[DRAFTING NOTE: Districts should consult with legal counsel to confirm eligibility requirements under current law before designating an employee to carry a concealed weapon onto school property.]~~
- B. ~~handguns in the possession of an individual who has been issued a concealed handgun license that is valid at the time of conveyance~~ ~~person who has a valid concealed handgun license or who is an active duty member of the armed forces with a valid military identification card and documentation of successful completion of firearms training if the handgun remains in a vehicle with the individual or is left in a locked vehicle when the person exits the vehicle;~~
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Ohio.]

- C. **weapons carried by other qualified individuals who receive written authorization by the Board as summarized below:**

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R.C. 2923.11, 2923.12, 2923.19, 2923.22, 2923.122, 2923.161, 3313.20

R.C. 5502.70, 5502.701, 5502.702, 5502.703

18 U.S.C. 922

Legal

R.C. 109.78, 149.43, 149.433

R.C. 2923.11, 2923.12, 2923.19, 2923.22, 2923.122, 2923.161, 3313.20

R.C. 5502.70, 5502.701, 5502.702, 5502.703

18 U.S.C. 922



Book	Policy Manual
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Title	Copy of Copy of Vol. 41, No. 1 - August 2022 Revised ADOPTION OF COURSES OF STUDY
Code	po2220
Status	
Adopted	December 18, 2017

REVISED POLICY - VOL. 41, NO. 1

2220 - ADOPTION OF COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. The Board shall periodically adopt courses of study which shall define the key components of the District's curriculum and instruction.

{SELECT ONE}

~~{ } {City/Exempted Village}~~

No course of study shall be taught in the schools of this District unless the Board adopted it.

OR

~~{ } {Local}~~

~~No course of study shall be taught in the schools of this District unless the Educational Service Center Board adopted it and this Board approved it. The Educational Service Center Board shall determine which units of the instructional program constitute courses of study and are thereby subject to its adoption procedures.~~

{END OF OPTIONS}

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interest of the students. Each course of study shall:

- A. **(X)** align with the District's mission, vision, and educational goals;
- B. **(X)** identify learning and performance expectations;
- C. **(X)** provide a scope and sequence of knowledge and skills to be learned;
- D. **()** prescribe methods for assessment of student progress and the means for intervention;
- E. **()** address the developmental needs of early childhood, middle childhood, and adolescent through young adult students;
- F. **(X)** be guided by Ohio's State-adopted academic content standards.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom the teacher is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

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Legal

A.C. 3301-35-02

R.C. 3301.07, 3313.60



Book Policy Manual
 Section Vol. 41, No. 1 - August 2022
 Title Copy of Vol. 41, No. 1 - August 2022 Revised PRESCHOOL PROGRAM
 Code po2280
 Status

REVISED POLICY - VOL. 41, NO. 1

2280 - PRESCHOOL PROGRAM **WE CURRENTLY DO NOT HAVE THIS POLICY**

The Board of Education recognizes a need to provide a preschool program to eligible children residing in its District, **including preschool children with disabilities and homeless children**, and has obtained a license to operate a preschool program.

The preschool program shall be located in a facility that accommodates the enrollment of the program, supports the growth and development of children according to program objectives, and meets the requirements of **State law and regulations, statute.**

The Board of Education may operate general education classrooms, integrated classrooms, and/or special education classrooms to meet the needs of students served. Definitions for each type of classroom are as follows:

- A. **General education classrooms are those in which no more than fifty percent (50%) of enrolled students are children with disabilities and there is a maximum of eight (8) students with disabilities served. General education classes are taught by a general education teacher or dual-licensed teacher who meets the lead teacher qualifications prescribed by the State. General education classrooms may also include a co-taught class model that is taught by both a licensed general education teacher and licensed intervention specialist who are assigned to the classroom for the full duration of each class session. General education teachers in this type of classroom may not serve as the intervention specialist of record or IEP case manager for any children with disabilities.**
- B. **Integrated classrooms are those in which no more than fifty percent (50%) of students in the class are children with disabilities. Integrated classes are taught by a general education or dual-licensed teacher who meets the lead teacher qualifications prescribed by the State. Integrated classroom teachers may serve as the intervention specialist of record or IEP case manager for students with disabilities enrolled in the class if they are properly licensed.**
- C. **Special education classrooms are those in which at least fifty-one percent (51%) of the students enrolled in the class are children with disabilities. The lead teacher is responsible for specially designed instruction for one (1) or more children with IEPs enrolled in the class.**

A child is eligible for entrance into preschool if **the child/s/he** attains the age of **three (3)** on or before **October 31** of the year in which **the child/s/he** applies for entrance and has not yet obtained the age at which **the child/s/he** will be admitted in (X) kindergarten () first grade **[check only if there is no kindergarten in District]**. Children participating in the preschool program shall have been immunized in accordance with the requirements of the State Board of Education to prevent the spread of communicable disease.

Parents of children enrolled in the program shall be permitted access to the school during its hours of operation, in accordance with District procedures, to contact their children, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, parents shall report to the school office. **Parents are expected to follow all visitation rules and security protocols while on campus.**

Tuition and Fees

Tuition and fees may be charged to parents of preschool students, according to a schedule adopted by the Board. Tuition and fees may be graduated in proportion to family income or waived in case of hardship.

Transportation

Transportation () shall shall not **[END OF OPTIONS]** be provided for preschool students. **[If not providing transportation for preschool students:]** Transportation shall be provided to disabled students as required by law.

Preschool program field trips shall be planned in accordance with Policy 2340 and AG 2340A, AG 2340B, AG 2340C, AG 2340D, AG 2340E, and AG 2340F. Overnight trips will not be approved.

The Superintendent shall establish written guidelines for the preschool program addressing the following:

- A. staff (AG 2280)
- B. cumulative records and student information (AG 2280.01)
- C. program and curriculum (AG 2280.02)
- D. health and safety requirements (AG 2280.03)
- E. admission and attendance (AG 2280.04)
- F. behavior management and discipline (AG 2280.05)
- G. management of communicable diseases (AG 2280.03)
- H. () facility (AG 2280.06)
- I. () food services (AG 2280.07)
- J. () equipment and supplies (AG 2280.08)

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 R.C. 3313.646, 3301.53



Book	Policy Manual
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Title	Copy of Vol. 41, No. 1 - August 2022 Revised CAREER ADVISING
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REVISED POLICY - VOL. 41, NO. 1

2413 - CAREER ADVISING

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy shall be made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and shall be posted on the District website.

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan shall include:

- A. Grade-level examples that link students' schoolwork to one (1) or more career fields.
- B. Career advising to students in grades K-12, which includes age-appropriate activities and also includes creating and maintaining a Student Success Plan beginning in grade six (6).
 - Advisors will meet with students at least once **annually each semester** to explore, evaluate, and plan academic and career pathways.
- C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.
- D. Training for employees on how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobs K-12.
- E. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.
- F. Information on courses that can award students both traditional academic and career-technical credit.
- G. **Information regarding career fields that require an industry-recognized credential, certificate, associate's degree, bachelor's degree, graduate degree, or professional degree.**
- H. **Information about ways to offset the costs of a postsecondary education including:**
 - 1. **the reserve officer training corps;**
 - 2. **the College Credit Plus (CCP) Program;**

3. **the Ohio Guaranteed Transfer Pathways Initiative; and**
4. **joint academic programming or dual enrollment opportunities with state universities and community colleges.**

I. Documentation on career advising **is** provided for review by the student, the student's parent, guardian, or custodian, and schools the student may attend in the future.

J. The supports necessary for students to have successful transitions from high school to their postsecondary destinations including interventions and services for students in need of remediation in mathematics and English language arts.

R.C. **3301.079, 3313.6020, 3333.16, 3333.168, Chapter 3365**
Ohio Model Policy on Career Advising (ODE) (**April 2015**~~December 2014~~)

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Legal R.C. 3301.079, 3313.6020, 3333.16, 3333.168, Chapter 3365
Ohio Model Policy on Career Advising (ODE) (April 2015)



Book	Policy Manual
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REVISED POLICY - VOL. 41, NO. 1

2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one (1) or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

[Note: Selection of the first option precludes selection of the second option]

[] [OPTION #1]

The Board expressly declines to create a limited open forum for clubs and activities, initiated by students, that cannot meet one (1) of the four (4) criteria stated above.

[X] [OPTION #2]

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 - Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

[END OF OPTIONS]

[X] Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however, will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours **the staff member/s/he** is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

In order to be eligible for any co-curricular, interscholastic, and noninterscholastic extra-curricular activity, a student must comply with the District Eligibility requirements in the student handbook. Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02.

An exception may be made by the Principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves **their/his/her** grade point average during the current semester grading period **[END OF OPTION]** enough to meet the eligibility standard, **the student/s/he** may be reinstated at the beginning of the next semester grading period **[OR]** after ____ (__) more semester(s) grading period(s) with an acceptable grade point average and no failing grades **[END OF OPTION]**.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

Whenever a student becomes a member of a District-established student group or national organization, such as the National Honor Society, in order to remain a member, **the student/s/he** must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

Any student who has not made a passing score on all required sections of State-mandated tests after ____ (__) attempts shall be ineligible to participate in any extra-curricular activity, including athletics.

[Note: The following should be selected, if at all, only if the District provides intervention programs to help students pass the proficiency tests at times that would conflict with participation in the extra-curricular activity.]

The Board believes a student who has not passed these tests would be better served using the time that **the student/s/he** would be participating in **their/his/her** interscholastic or non-interscholastic extra-curricular activity to participate in one (1) or more of the District's intervention programs for assisting students to pass the required tests.

However, if a parent believes that **their/his/her** child may be unduly affected by **the child's/his/her** lack of participation in a particular interscholastic or noninterscholastic extra-curricular activity, **the parents/he** may come to the school and sign a waiver that will release the student from this proficiency test eligibility rule and allow **the student/him/her** to participate in an activity. The parent shall be informed, prior to signing the waiver, that State law does not allow a student to receive a high school diploma unless **the student/s/he** has passed all State testing requirements.

The Athletic Director and/or Principal shall require that each student-athlete who participates in either an interscholastic or intramural sport submits signed by the student and **the student's** parent or guardian or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health's concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis. No student may practice or compete in interscholastic or intramural athletics until proper forms are received by the Athletic Director or Principal. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in the college credit plus program, as long as the student fulfills all academic, nonacademic, and financial requirements.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights (see Policy 5610.05 - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

No student will be limited from wearing religious apparel while participating in interscholastic or non-interscholastic extra-curricular activities unless such apparel poses a legitimate danger to participants. If such danger is identified, the student will be offered reasonable accommodations available for the participant wearing religious apparel.

The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

A.C. 3301-35-03

R.C. 3313.53, 3313.537, 3313.539, 3313.664, 3313.5314, **3313.5317**, 3315.062

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A.C. 3301-35-03

R.C. 3313.53, 3313.537, 3313.539, 3313.664, 3313.5314, 3313.5317, 3315.062



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Section	Vol. 41, No. 1 - August 2022
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REVISED POLICY - VOL. 41, NO. 1

2431 - INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

[X] The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

[X] The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

[] The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

[] The Board shall approve annually a program of interscholastic athletics.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by **the student's his/her** parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must comply with District eligibility requirements as documented in the athletic handbook.

[DRAFTING NOTE: The Board also may adopt rules that include additional standards for determining the eligibility of students to participate in interscholastic extracurricular activities, requirements for attaining reeligibility in interscholastic extracurricular activities]

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves **their/his/her** grade point average during the current () semester grading period **[END OF OPTION]** to meet the eligibility standard, **the student/s/he** may be reinstated at the beginning of the next () semester grading period after _____ more () semester(s) () grading period(s) with an acceptable grade point average **[END OF OPTIONS]**.

[X] Restoration of an "Incomplete" Grade

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one (1) or more courses which the student was taking during the grading period in question, the student may have **their/his/her** eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

- A. the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- B. the "incomplete" was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- C. the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- D. there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Specific documentation of criteria listed above (Items A-D) must be submitted to the Ohio High School Athletic Association (OHSAA) (See AG 2431) in order to be considered by the Executive Director for such a ruling.

[DRAFTING NOTE: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. In order to be considered for this exception, specific documentation as listed in OHSAA Bylaw 4-4-1 (See AG 2431) must be provided to the OHSAA. The student may have his/her eligibility restored by the Executive Director's office once the "incomplete" has been changed to a passing letter grade. If the District does NOT have a Board Policy on the Restoration of an Incomplete to a Grade or did not have a policy when this exception was requested, the student shall not be able to avail him/herself of this exception.]

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District. (See Policy 2430)

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Any student who has not made a passing score on all required sections of the State-mandated tests after ____ (__) attempts shall be ineligible to participate in athletics.

[Note: The following should be selected, if at all, only if the District provides intervention programs to help students pass the proficiency tests at times that would conflict with practice.]

The Board believes a student who has not passed these tests would be better served by using the time that **the student/s/he** would be participating in **their/his/her** interscholastic sport to participate in one **(1)** or more of the District's programs for assisting students to pass the required tests.

However, if a parent believes that **their/his/her** child may be unduly affected by **the child's/his/her** lack of participation in a particular sport, **the parent/s/he** may come to the school and sign a waiver that will release the student from this proficiency test eligibility rule and allow **the student/him/her** to participate in a particular sport. The parent shall be informed, prior to signing the waiver, that State law does not allow a student to receive a high school diploma unless **the student/s/he** has passed all State testing requirements.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to

be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

[] The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. () maintained a satisfactory academic record;
- B. () attended school regularly;
- C. () demonstrated good citizenship and responsibility;
- D. () returned all school and athletic equipment;
- E. () refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics. () include a complete schedule of events. () and shall inform the Board of changes in that schedule as they occur. () and shall secure **Boardboard** approval before making any changes in the said schedule. **[END OF OPTIONS]**.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. (X) Prior to enrolling in the sport:
 - 1. (X) each participant shall submit to a thorough physical examination by a District-approved physician;
 - 2. (X) parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. () Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. () Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- D. (X) Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because **the students/he** has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

- 1. The student's condition is assessed by a physician (X) or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- 2. The student receives written clearance that it is safe to return to practice or competition from a physician (X) or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

[] The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. () criteria for judging these important qualities;
- B. () procedures by which these values will be communicated to students, parents, and supporters;
- C. () means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

[] The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

No student will be limited from wearing religious apparel while participating in interscholastic or non-interscholastic extra-curricular activities unless such apparel poses a legitimate danger to participants. If such danger is identified, the student will be offered reasonable accommodations available for the participant wearing religious apparel.

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539

R.C. 3313.5311, 3313.5312, **3313.5317**, 3313.5341, 3313.752, 3315.062

Ohio High School Athletic Association

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R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539

R.C. 3313.5311, 3313.5312, 3313.5317, 3313.5341, 3313.752, 3315.062

Ohio High School Athletic Association



Book	Policy Manual
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Last Revised	June 22, 2020

REVISED POLICY - VOL. 41, NO. 1

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff.

Pursuant to R.C. 3319.303 and accompanying regulations, an individual who does not hold a valid educator license is required to obtain a Pupil Activity Permit issued by the State Board of Education to serve as a coach or activity sponsor, regardless of whether the activity involves athletics, regular physical activity, or any special health and safety considerations.

To be employed by the Board, each coach or activity sponsor shall hold a valid Pupil Activity Program Permit as required by law. ~~Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A),~~ have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent before the Board will pay any compensation.

In accordance with Policy 3120, no staff member, coach, or activity sponsor employed in a position for which licensure or permit is required may be paid until evidence of such appropriate licensure or permit valid for the effective dates of such services has been received by the Superintendent and transmitted to the Treasurer.

[X] The Board will not allow any prospective coach or activity sponsor to engage in supervision and/or coaching activities until such time that a valid Pupil Activity Permit for that individual is filed with the District.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one (1) or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations for the performance of his/her official duties or as a supplement to his/her compensation from the Board.

No individual serving as a volunteer for co-curricular/extra-curricular activities may accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations for the performance of his/her official duties as a volunteer on behalf of the Board.

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A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01

R.C. 3319.303, 3319.36, 3313.53, 3313.539, 3319.39



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Last Revised	November 22, 2021

REVISED POLICY - VOL. 41, NO. 1

5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.

The Board shall provide tuition-free education for the benefit of children at least five (5) but under twenty-two (22) years of age whose parents reside in the District and such others as may be eligible pursuant to Federal and/or State law and the policies of the Board, including disabled preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten, regardless of their citizenship or immigration status. The Board shall meaningfully communicate material information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the District's website.

In addition, the Board shall provide tuition-free education for the benefit of a child whose grandparent(s) resides in the District and who is the subject of a:

- A. power of attorney designating the grandparent as the attorney-in-fact; or
- B. caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school-related matters, and discuss with the District the child's educational progress.

In accordance with State law, the grandparent shall be considered the parent of the child who is the subject of the power of attorney or caretaker authorization affidavit. The child may attend the schools of this District unless the power of attorney or caretaker authorization form was created for the sole purpose of enrolling the child in the District so that the child may participate in the academic or interscholastic programs of this District or another reason exists to exclude the child under State law. Additionally, the child may attend the schools of the District until the power of attorney or caretaker authorization affidavit terminates upon the occurrence of one (1) of the following events:

- A. the child ceases to reside with the grandparent(s);
- B. the document is terminated by court order; or
- C. either the child who is the subject of the document or the grandparent dies.

Additionally, the power of attorney terminates if it is revoked in writing by the person who created it and that person gives written notice of the revocation to the grandparent and the juvenile court with which the power of attorney was filed. Further, the caretaker authorization affidavit terminates if the parent, guardian, or custodian of the child acts to negate, reverse, or otherwise disapprove of an action or decision of the grandparent(s) who signed the affidavit with respect to the child, and the grandparent either

voluntarily returns the child to the physical custody of the parent, guardian, or custodian or fails to file a complaint to seek custody within fourteen (14) days after delivery of the written notice of negation, revocation, or other disapproval. It is the responsibility of the grandparent(s) to notify the District within one (1) week of the termination of the power of attorney or caretaker authorization affidavit.

The Board reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education, as well as the validity of the claim of any student to an education in the District. In addition, if a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, such student will not be admitted until the records required to be released by DHS to the Superintendent have been received (see AG 5111 for listing of required records). Within twenty-four (24) hours of admission into the District, the Superintendent shall request a copy of the student's school records from the school the student most recently attended.

Nonresident Eligibility for Tuition-Free Education

A student shall be entitled to attend school in this District free of any tuition obligation under the following circumstances:

- A. A child whose parent has signed a contract to buy or build a house in this District and provides proper sworn statements shall be enrolled without payment of tuition for a period not to exceed ninety (90) days. The Superintendent is authorized to determine the number of days. The parent shall provide:
1. a sworn statement explaining the situation, the location of the house being purchased or built, and stating the parent's intention to reside there upon its completion; and
 2. a statement from the builder that the house is being built for the parent and its location or a statement from a real estate broker or bank officer confirming that the parent has a contract to purchase, that the parent is waiting upon a closing date, and that the house is at the location identified in the parent's sworn statement.

Such child shall also be eligible to participate in interscholastic athletics if released by formal action of the district of current residency and the OHSAA.

- B. Children under a shared-parenting plan establishing both parents as residential parents when the child is residing with the parent if one (1) parent resides in the District. If a student resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for that student from the home of the nonresident parent. Where a court has vested legal custody with only one (1) parent, the child is entitled to attend school tuition-free only in the district in which the custodial parent resides.
- C. Children of active-duty uniformed services members who are subject to a transfer or relocation order and will be relocating to but do not yet reside in the District shall be permitted to apply for enrollment in the same manner and at the same time as resident students in accordance with the provisions of the Interstate Compact on Educational Opportunity for Military Children (see Policy 5111.02).
- D. A child under the age of eighteen (18) years of age who is married and resides in the District.
- E. Students between the ages of eighteen (18) and twenty-two (22) who support themselves by their own labor, live apart from their parents, reside in the District, and have not successfully completed the District's high school program or their I.E.P.
- F. Students who are considered by Federal law to be illegal aliens, children or youth in foster care, and/or homeless students who are required to be admitted by Federal law and in accordance with State guidelines.
- G. A child with a medical condition that may require emergency medical attention providing a parent is employed in the District and submits the proper certification required by the Board, including a medical statement from the child's physician.
- H. A child, living with a resident other than a parent and whose parent is in the armed services outside the State of Ohio, providing the child's parent submits the appropriate affidavit stating that the parent is in the armed forces outside the State of Ohio, intends to reside in the District upon return to the State, and provides the name and address of the person with whom the child will reside. The child may attend school in the District tuition-free for a period not to exceed twelve (12) months. If the parent does not intend to reside in the District, the child may attend school as a tuition student only.
- I. A student who is living with a parent under the care of a shelter program for victims of domestic violence located in the District.
- J. A nonresident child who has been or is currently being placed for adoption with a resident of this District unless the adoption has been terminated or another district is required to educate the child.
- K. Any student who enrolls in the District under the District's open enrollment policy.

Optional Tuition-Free Education

The Board may admit students tuition-free under the following circumstances:

A. Children under the age of twenty-two (22) who are:

1. in the legal custody of their parent;
2. residing with a resident grandparent; and
3. not in need of special education, provided the Board and the board of education of the child's district of residence enter into a written agreement specifying there is good cause for the transfer, describing the nature of the good cause, and consenting to the attendance.

The grandparent and, if possible, the custodial parent shall sign the consent form providing the necessary authorizations. This option does not apply to children who are residing with a resident grandparent and are the subject of either a power of attorney or caretaker authorization affidavit that provides the grandparent with authority over the care, physical custody, and control of the child, as set forth in an earlier section of this policy. The Board shall admit children who are the subject of either a power of attorney or caretaker authorization affidavit tuition-free.

B. Foreign-exchange students participating in a bona fide foreign-exchange program or residents of foreign nations who request admission as foreign-exchange students or the student is a non-Ohio, U.S. resident admitted under an exchange program operated by a student exchange organization.

C. Residents, regardless of age, who have graduated from an approved special education program and who wish to participate in a vocational program offered by the District or the _____ JVS, provided all of the conditions established in AG 5111 have been met.

D. Any member of the District's classified staff who wishes to participate in a vocational education program related to **the staff member's his/her** position that is offered by the District or the _____ JVS, providing **the staff members/he** is authorized for admission by the Superintendent.

E. Any resident of the District who, although not otherwise eligible, meets the criteria for free admission as established by the State Board of Education.

F. Twelfth-grade students whose parents move out of the District after the commencement of classes shall be allowed to attend school tuition-free for the remainder of the current year and one (1) additional semester.

The Superintendent may allow a student to remain in school beyond the additional semester if, in his/her opinion, the student is making adequate progress toward completion of the high school program or I.E.P. but, due to circumstances such as illness, personal hardship, family responsibilities, or the need to work part-time, has been unable to complete the program or I.E.P. within the school year and/or one (1) additional semester.

G. Natural or legally-adopted children of full-time staff members who reside outside the District provided proper application, prior to the first day of school, has been made. **[NOTE: REFER TO TERMS OF APPLICABLE COLLECTIVE BARGAINING AGREEMENTS]**

H. A nonresident student under the age of twenty-two (22) is entitled to attend school in the District if the superintendent of the student's district of residence and the Superintendent enter into a written agreement consenting to the attendance and specifying that the purpose of the attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendents.

If the student is not receiving special education, there shall be no requirement for either district to provide transportation for the student.

Any student admitted to the District under this provision shall be allowed to participate in all District student activities, including interscholastic athletics, on the same basis as any student who has attended the District's schools while of compulsory age.

I. A student whose parent is a full-time employee of an educational service center, provided **the student's his/her** parent's job is primarily located in the District, in the same manner that it enrolls a child whose parent is a full-time employee of the District. **[NOTE: REFER TO TERMS OF APPLICABLE COLLECTIVE BARGAINING AGREEMENTS]**

- J. () A child may enroll free of any tuition obligation for a period not to exceed sixty (60) days, on the sworn statement of an adult resident of the District that **the adult residents/he** has initiated legal proceedings for custody of the child. If the court fails to grant the adult resident custody, continued enrollment beyond the sixty (60) days will be at the discretion of the Board. If enrollment continues, tuition shall be assessed in accordance with law. If the court awards custody to the adult resident, **the adult residents/he** shall produce the journal entry awarding custody, and tuition shall be determined in accordance with State law and/or the court order.
- K. (X) A child who becomes a nonresident at the time of a parent's death may continue to attend school in the District on a nontuition basis for the remainder of the school year.

[] Optional Enrollment

A student under twenty-two (22) years of age who is lawfully in attendance may continue to attend school in the District if, at any time following the end of the first full week of October of the school year, the child or the child's parent has relocated to a new address located outside of the District but within the same county as the child's or the parent's address immediately prior to the relocation. In such case, the child may continue to attend school in the District, and at the school to which the child was assigned at the end of the first full week of October of the current school year, for the balance of the school year, only if the following conditions are met:

- A. the District to which the child or child's parent has relocated, which must be within the same county as the child's or the parent's address immediately prior to the relocation, has likewise adopted a policy to enroll children as described in this section;
- B. the child's parent provides written notification of the relocation outside of the District to the Superintendent of each of the two (2) school districts.

Any person or entity **that owes owing** tuition to the District on behalf of the child at the end of the first full week in October, as provided in State law, shall continue to owe such tuition to the District for the child's attendance pursuant to this section for the lesser of the balance of the school year or the balance of the time that the child attends school in the District under this section. If the child's attendance was tuition-free prior to moving to **the child's his/her** new district of residence, the child may continue to attend tuition-free for the remainder of the school year.

Transportation for a child attending school pursuant to this section shall be provided in accordance with any agreement regarding transportation that exists between this District and the student's new district of residence, or, if no such agreement exists, in the same manner as for students attending under open enrollment.

[END OF OPTION]

Students Suspended or Expelled from Other District

After offering an opportunity for a hearing, the Superintendent, at **the Superintendent's his/her** discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the State, for the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion which would have been applied had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted, providing all other eligibility requirements have been met. This provision also applies to a student who is the subject of **a** power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent.

Mandatory Admission/Payment of Tuition

The Board shall admit students who reside in the District, but **their his/her** parents do not reside in the District, and tuition payments shall be assessed pursuant to State law if:

- A. the student is in the legal or permanent custody of a governmental agency or a person other than **the student's his/her** natural or adoptive parents;
- B. the student resides in a home as defined by State law;
- C. the student requires special education;
- D. the child resides in the District and the child's parent is in a residential facility, correctional facility, or juvenile placement, and the other parent, if living and not in such a facility or placement, is not known to reside in this State.

If the District admits a student to the District who is not otherwise entitled to attend or whose attendance tuition is not an obligation of another district, the Board shall collect tuition from the student's parents.

The Superintendent shall develop administrative guidelines for the enforcement of this policy and () recommend to the Board for their approval the admission of qualified applicants (X) report to the Board annually regarding enrollment trends and nonresident student information.

Safe at Home/Address Confidentiality

If a parent (or adult student) presents **to the District a valid program authorization card issued by the Secretary of State certifying that the parent (or adult student), the parent's information to the District certifying that the parent (or adult student), his/her** child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program, ~~administered by the Secretary of State,~~ the Board shall use the address designated by the Secretary of State to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

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A.C. 3301-42-01

R.C. 111.41, 111.42, 111.43, 111.46, 111.99

R.C. 2152.18, 3313.48, 3313.64, 3313.65, 3313.66, 3313.90, 3313.97, 3313.98

R.C. 3313.533, 3313.645, 3313.649, 3313.672, 3317.08, 3317.081, 3321.01(B), 3321.03

R.C. 3323.141, 3327.04, 3327.05, 3327.06, 5139.05

42 U.S.C. 11431 et seq.



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Copy of Vol. 41, No. 1 - August 2022 Revised CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335
Status	
Adopted	December 18, 2017

REVISED POLICY - VOL. 41, NO. 1

5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

- A. identification of individuals with chronic health conditions;
- B. development of individual health care action plans;
- C. coordination of health care management activities by school staff;
- D. communication among school staff who interact with children with chronic health conditions;
- E. development of protocols to prevent exposure/episodic reactions;
- F. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips;
- G. _____;
- H. _____ **[END OF OPTIONS]**.

As prescribed by R.C. 3313.719, this policy has been developed in consultation with parents, school nurses and other school employees, school volunteers, students, and community members.

R.C. 3313.719

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R.C. 3313.719



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Copy of Vol. 41, No. 1 - August 2022 Revised CARE OF STUDENTS WITH DIABETES
Code	po5336
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Last Revised	November 22, 2021

REVISED POLICY - VOL. 41, NO. 1

5336 - CARE OF STUDENTS WITH DIABETES

The Board of Education is committed to ensuring that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating **practitioner.physician.**

The diabetes care to be provided includes any of the following:

- A. checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- B. responding to blood glucose levels that are outside of the student's target range;
- C. in the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed () and in accordance with AG 5330.04 **[END OF OPTION]**;
- D. administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- E. **administering**~~providing~~ oral diabetes medications;
- F. understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's **treating practitioner's**~~physician's~~ order;
- G. following the **treating practitioner's**~~physician's~~ instructions regarding meals, snacks, and physical activity; and
- H. administering diabetes medication, as long as the conditions described below are satisfied.

Within fourteen (14) days after the District receives an order signed by the student's treating **practitioner.physician**, the Board will inform the student's parent, **guardian, or other person having care or charge of the student**~~or guardian~~ that the student may be entitled to a Section 504 Plan regarding the student's diabetes. **The Board will use the 504 plan information sheet developed by the Ohio Department of Education to provide such notification.**

[SELECT OPTION #1 or #2]

[X] [BEGIN OPTION #1]

With regard to the administration of diabetes medication:

A. The diabetes medication may be administered by a school nurse, or in the absence of a school nurse, such medication can be administered by a school employee who **is trained in diabetes care. Such training must comply with the Ohio Department of Education's training guidelines, which address the following issues: and complies with the following additional requirements:**

1. **recognizing the symptoms of hypoglycemia and hyperglycemia;**
2. **the appropriate treatment for a student who exhibits the symptoms of hypoglycemia or hyperglycemia;**
3. **recognizing situations that require the provision of emergency medical assistance to a student;**
4. **understanding the appropriate treatment for a student, based on an order issued by the student's treating practitioner, if the student's blood glucose level is not within the target range indicated by the order;**
5. **understanding the instructions in an order issued by a student's treating practitioner concerning necessary medications;**
6. **performing blood glucose and ketone tests for a student in accordance with the student's treating practitioner's order and recording the results of those tests;**
7. **administering insulin, glucagon, or other medication to a student in accordance with the student's treating practitioner's order and recording the results of the administration; and**
8. **understanding the relationship between the diet recommended in a student's treating practitioner's order and actions that may be taken if the recommended diet is not followed.**

The training must also comply with the following additional requirements:

1. The training must be coordinated by a school nurse, or if the school does not employ a school nurse, a **licensed health care professional (e.g., a medical or osteopathic doctor, a registered nurse, advanced practice registered nurse, a licensed practical nurse, or physician's assistant) with expertise in diabetes who is approved by the District to provide the training. medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes.**
2. The training will take place prior to the beginning of each school year or, as needed, not later than fourteen (14) days after the Board receives **an order signed by the treating practitioner of a student with diabetes. a physician's order related to a student with diabetes.**
3. Upon completion of the training, the Board will determine whether each trained employee is competent to provide diabetes care.
4. The school nurse **or approved licensed health care professional with expertise in diabetes care, medical or osteopathic doctor, registered nurse, or licensed practical nurse who provided the training** will promptly provide all necessary follow-up training and supervision to an employee who receives training.

B. The **Principal or School Nurse** of a school attended by a student with diabetes will distribute a written notice to each employee containing the following information:

1. A statement that the school is required to provide diabetes care to a student with diabetes and is seeking employees who are willing to be trained to provide that care.
2. A description of the tasks to be performed.
3. A statement that participation is voluntary and that the school district will not take action against an employee who does not agree to provide diabetes care, including that the employee will not be penalized or disciplined for refusing to volunteer to be trained in diabetes care.
4. A statement that training will be provided by a **school nurse licensed health care professional school nurse, a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse** with expertise in diabetes to an employee who agrees to provide care.
5. A statement that a trained employee will not be subject to disciplinary action by the Board for providing care or performing duties to students with diabetes.

6. A statement that a trained employee is immune from liability for damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties under this Policy (unless the act or omission constitutes willful or wanton misconduct).
7. The name of the individual to contact if an employee is interested in providing diabetes care.

The school nurse and/or the school employee can only administer diabetes medication as described above if the requirements of Policy 5330 are met.

[END OF OPTION #1]

[] [BEGIN OPTION #2]

Diabetes medication may be administered by a school nurse.

The school nurse can only administer diabetes medication as described above if the requirements of Policy 5330 are met.

[END OF OPTION #2]

[END OF SELECTION]

A student's diabetes medication will be kept in an easily accessible location.

A student with diabetes will be permitted to attend to the student's his or her diabetes care and management, in accordance with the student's treating practitioner's physician's order, during regular school hours and school-sponsored activities only if:

- A. the student's parent, guardian, or other person having care or charge of a student ~~or guardian~~ provides a written request that the student be permitted to attend to the student's his or her diabetes care and management while at school (see Form 5330 F1); and
- B. the student's treating practitioner physician has authorized such self-care and determined that the student is capable of performing diabetes care tasks.

A student with diabetes is permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent, guardian, or other person having care or charge of a student ~~or guardian~~ makes such a request.

A student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the student's permission to attend to the care and management of the student's diabetes.

[X] [OPTIONAL SELECTION]

The Board will provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations involving these conditions to both of the following:

- A. a school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day, and
- B. a bus driver employed by the Board who transports a student with diabetes.

[END OF SELECTION]

[X] [OPTIONAL SELECTION]

The Board authorizes the Superintendent to procure and maintain a supply of injectable or nasally administered glucagon for use in emergency situations. In procuring injectable or nasally administered glucagon, the Board will accept donations of glucagon from wholesale distributors of dangerous drugs or manufacturers of dangerous drugs, as well as donations of money from any person to purchase the drug. The Superintendent shall report to the Ohio Department of Education ("ODE"), in the form and manner determined by ODE, each procurement of injectable or nasally administered glucagon and each occurrence in which a dose of the drug is used from the District's supply. ~~Glucagon for use in emergency situations. In the circumstance of severe hypoglycemia, staff will follow the procedures and protocols set forth in AG 5330.04 relating to the administration of Glucagon.~~

In the circumstance of severe hypoglycemia, staff will follow the procedures and protocols set forth in AG 5330.04 relating to the administration of glucagon.

[END OF SELECTION]

By December 31 of each year, the Board will report to the Ohio Department of Education the following information regarding students with diabetes:

- A. the number of students with diabetes enrolled in the District during the previous school year, and
- B. the number of errors associated with the administration of diabetes medication to students with diabetes during the previous school year.

In accordance with Ohio law, the Board and its members and school employees shall not be liable for damages in a civil action for injury, death, or loss to person or property that allegedly arises from providing care or performing duties under this Policy unless the act or omission constitutes willful or wanton misconduct. Additionally, a school nurse or other licensed health care professional shall be immune from disciplinary action by the Board of Nursing or any other regulatory board for providing care or performing duties under this Policy if the care provided or duties performed are consistent with applicable professional standards.

R.C. ~~3313.7110~~, 3313.7112, 3313.713, 3313.7115 ~~(A)~~

R.C. 4723.4811, 4730.437, 4731.92

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Legal R.C. 3313.7112, 3313.713, 3313.7115
R.C. 4723.4811, 4730.437, 4731.92



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REVISED POLICY - VOL. 41, NO. 1

5460.01 - DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but **could benefit, as determined by their IEP teams, from continued work on the student's who have not yet completed their** transition-related IEP goals, may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having **the student's his/her** name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

Ordinarily, the determination of whether social graduation is recommended for any particular student will be done on an individual basis during the first semester of any year in which the student's chronological peer group is eligible to receive a high school diploma. The IEP team may raise the issue or the student and/or **the student's his/her** parent may raise the issue. The IEP team members should consider whether social graduation is appropriate to further the student's progress with regard to IEP goals. The team may also consider any objectives the student will be required to accomplish before **the student/s/he** is eligible to participate. Finally, the team should determine additional arrangements or preparations, if any, that will need to be made to enable the student to participate in the ceremony. If the team determines that social graduation is recommended, the Superintendent or designee shall be notified. The IEP team makes the final decision with regard to social graduation, in accordance with the student's IEP goals, and Federal and State laws and regulations, and local Board policies. Students for whom participation in graduation ceremonies is precluded for disciplinary issues (when the discipline was not a manifestation of the student's disability) or nonpayment of school fines may not participate in social graduation.

After participating in the ceremony, the student is expected to continue working on **the student's his/her IEP** transition-**related IEP** goals and objectives. The student will also continue to receive services to address **the student's his/her** transitional, vocational, and/or independent living skills as delineated in **the student's his/her** IEP. An official high school diploma will be granted to the student when the IEP team determines that the **student has made sufficient progress on the student's transition-related IEP goals and/or the student reaches the age of twenty-two (22), whichever occurs first transition goals have been met.**

When the student turns twenty-two (22) during the school year, **the student/s/he** will be permitted to complete the current () quarter semester **[END OF OPTION]** before services cease.

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Book Policy Manual

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REVISED POLICY - VOL. 41, NO. 1

6550 - TRAVEL PAYMENT & REIMBURSEMENT/RELOCATION COSTS

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

~~Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually.~~
The Board shall reimburse mileage (X) in accordance with () not exceeding [END OF OPTION] the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

[X] Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

[] Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152) above and beyond regular dependent care that directly results from travel to conferences are allowable provided that (1) the costs are a direct result of the individual's travel for the Federal award; (2) the costs are consistent with the District's documented administrative guidelines for all entity travel; and (3) are only temporary during the travel period. Travel costs for dependents are unallowable, except for travel of a duration of six (6) months or more with prior approval of the Federal awarding agency.

[DRAFTING NOTE: This draft policy includes the Federal rules for commercial airfare and temporary dependent care costs. Based on State or local laws and policies, School Districts may decide that all temporary dependent care costs or commercial airfare costs in excess of the basic least expensive unrestricted accommodations class are unallowable under any circumstance.]

[] Relocation Cost Reimbursement

[] [OPTION 1]

Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than twelve (12) months) of an existing employee or upon recruitment of a new employee.

Relocation costs are allowable and reimbursable, subject to the limitations of 2 C.F.R. 200.464 and any other conditions or limits approved by the Board in advance.

[OR]

[.] [OPTION 2]

The Board does not reimburse for relocation costs.

[END OF OPTIONS]

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or **the President's his/her** designee) must apply to travel under Federal awards.

2 C.F.R. 200.464

2 C.F.R. 200.474

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Legal 2 C.F.R. 200.464

2 C.F.R. 200.474



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REVISED POLICY - VOL. 41, NO. 1

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board shall pay at least the minimum wage required by the FLSA and Ohio law **(X)** and local municipal law/ordinance/regulation to all covered, non-exempt employees, unless an employee's individual contract or the terms of an applicable collective bargaining agreement provide for greater benefits than mandated by Federal, State, or local law.

Non-exempt employees are hourly employees or salaried employees who do not qualify for a professional, administrative, executive, computer, or any other exemption under the FLSA.

Non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). **[CHOOSE ONE (1) OF THE FOLLOWING:]** **()** Work week is defined as a fixed and regularly recurring period of 168 hours (i.e., seven (7) consecutive twenty-four (24) hour periods). **(X)** Work week is defined as the seven (7) day period of time beginning on **(X)** Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. **()** Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m. **[END OF OPTION]**

The Superintendent shall determine the necessity and availability of overtime work. **(X)** Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. **[END OF OPTION]** Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action, up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid a minimum per week salary as established by the Department of Labor. The salary requirement does not apply to teachers. Exempt computer employees must also meet a minimum per week or per hour salary established by the Department of Labor. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

Deductions may be made to an otherwise exempt employee's salary in certain circumstances without jeopardizing the employee's exempt status. Deductions may occur under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness

- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

In addition to the foregoing, exempt employees who accrue personal leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one (1) full day when leave is not used by the employee because:

- A. permission to use leave has not been sought or permission has been sought and denied; or
- B. the employee's accrued leave has been exhausted.

Deductions from an exempt employee's pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

The Board shall also not be required to pay the full salary in the initial or terminal week of employment if the employee does not work the entire week, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions as described, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to **the exempt employee's his/her** salary, the employee should immediately report this information to the () Superintendent, () Business Manager, (X) Treasurer, **[END OF OPTION]** or **the employee's his/her** immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

This policy shall be distributed to employees upon initial hire, to all employees, and on an annual basis.

[DRAFTING NOTE: Job titles do not determine exempt status, nor does receipt of a particular salary. If an employee does not meet all of the applicable criteria for a specific exemption, the employee will be covered by the FLSA and entitled to overtime if s/he works more than forty (40) hours in a week, regardless of whether the individual is paid a salary. Under the standard duties test, an employee's primary duty (i.e., principal, main, major, or most important duty) - based on all of the facts in a particular case - must be that of an exempt executive, administrative or professional employee, or an exempt computer employee.

Executive Exemption: 1) the employee's primary duty must be managing the enterprise in which the employee is employed, or managing a customarily recognized department or subdivision of the enterprise; 2) the employee must customarily and regularly direct the work of at least two (2) or more other full-time employees of their equivalent (for example, one (1) full-time and two half-time employees are equivalent to two full-time employees); 3) the employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given particular weight.

Administrative Exemptions: 1) the employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and 2) the employee's primary duty must include the exercise of discretion and independent judgment with respect to matters of significance.

Additionally, academic administrative personnel whose primary duty is performing administrative functions directly related to academic instruction or training in an educational institution, such as principals and vice-principals responsible for the operation of an elementary or secondary school, academic counselors who perform work such as administering school testing programs, assisting students with academic problems, and advising students concerning degree requirements, and others with similar responsibilities, are eligible for a special alternative salary level that does not apply to white collar employees outside of an educational institution. Specifically, these academic administrative personnel are exempt from the FLSA's minimum wage and overtime requirements if they are paid at least as much as the entrance salary for teachers in the District.

Computer employee exemption: 1) the employee must be employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field; and 2) the employee's primary duty must consist of: (a) the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications; (b) the design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototype,

based on and related to user or system design specifications; (c) the design, documentation, testing, creation or modification of computer programs related to machine operating systems; or (d) a combination of the aforementioned duties, the performance of which requires the same level of skills.]

Reasonable Break Time for Nursing Mothers

As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid reasonable break time, as necessary, for a qualified employee to express breast milk for their nursing child for one (1) year after the child's birth on District premises.

Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s), and of their need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view.

An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.

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Legal 29 C.F.R. Part 541
 29 U.S.C. 201 et seq.
 R.C. Chapter 4111



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Vol. 41, No. 1 - August 2022 Add Legal Citation SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03
Status	

REVISED POLICY (ADD LEGAL CITATION) - VOL. 41, NO. 1

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS** **WE DO NOT HAVE THIS POLICY**

[] [OPTION 1]

The Board of Education prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time on property owned or leased or contracted for by the Board by any individual whether the individual is employed by the District or not. Small Unmanned Aircraft Systems are commonly known as drones.

The Board also prohibits the operation of sUAS on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Ohio High School Athletic Association (OHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy () may be () shall be **[END OF OPTION]** referred to local law enforcement and/or subjected to discipline, if an employee or student.

[END OF OPTION 1]

[OR]

[] [OPTION 2]

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not expressly authorized to do so by the Superintendent on property owned or leased or contracted for by the Board. Small Unmanned Aircraft Systems are commonly known as drones.

The Board also prohibits the operation of sUAS on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Ohio High School Athletic Association (OHSAA). District officials may deny admission or entry to anyone attempting to use an sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a sUAS on property owned or leased or contracted for by the Board, a staff member, administrator, or other individual (agent) under contract with the Board must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the sUAS must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member, administrator, or agent of the Board authorized to operate a sUAS on property owned or leased or contracted for by the Board must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere to all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a sUAS to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination for an employee and expulsion for a student.

[END OF OPTIONS]

14 C.F.R. Part 107

86 FR 4314

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Legal

14 C.F.R. Part 107

86 FR 4314



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Copy of Vol. 41, No. 1 - August 2022 Revised FACILITY SECURITY
Code	po7440
Status	
Adopted	December 18, 2017

REVISED POLICY - VOL. 41, NO. 1

7440 - FACILITY SECURITY

Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek repair to rectify the damage or payment of a fee to cover repairs.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property, and other security devices that would assist in the detection of guns and dangerous weapons **() and/or other unauthorized objects (e.g., vape pens and other prohibited equipment/devices) [END OF OPTION]:**

- A. in school buildings;
- B. on District property;
- C. at Board-sponsored/controlled events.

The Superintendent shall report to the Board, no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

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Legal	A.C. 3301-35-03
	R.C. 2909.05, 3313.173, 3313.642



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Copy of Vol. 41, No. 1 - August 2022 Revised SCHOOL CALENDAR
Code	po8210
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Adopted	December 18, 2017

REVISED POLICY - VOL. 41, NO. 1

8210 - SCHOOL CALENDAR

~~[NOTE: H.B. 59 (2013) changes the way minimum school years are calculated moving from a school calendar that provides for schools to be in session for a specified number of school days, to a school calendar that provides for the schools to be in session for instructional purposes with students in attendance for a total minimum number of hours. This change, however, does not apply to any collective bargaining agreements executed prior to July 1, 2014. Any collective bargaining agreement or renewal executed after July 1, 2014, has to comply with the mandated new minimum school year requirements based upon hours of instruction.]~~

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

At least thirty (30) days prior to adopting a school calendar, the Board shall hold a public hearing on the school calendar addressing topics that include, but are not limited to, the total number of hours in a school year, length of school day, and beginning and end dates of instruction. "School day" means the time during a calendar day that a school is open for instruction pursuant to the Board-adopted schedule.

When establishing the school calendar, the Board requires that an observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff. The observance shall be at least one (1) hour or, in schools that schedule class periods of less than one (1) hour, at least one (1) standard class period. The Board will determine the specific activities that constitute the observance in each school in the District after consultation with the school administrators.

While the Superintendent may close schools due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, damage to a school building, utility failure **rendering the school building unfit for school use**, or inoperability of school buses or other equipment needed for school operations (collectively, "a calamity"), the schools nevertheless must be in session with students in attendance for at least the minimum number of hours required by Ohio law.

[] The Superintendent is authorized to develop and implement a plan to require students to access and complete classroom lessons posted on the District's web portal or website in order to make up hours in that school year on which it is necessary to close school due to a calamity. The maximum number of hours that may be made up in this manner is the number of hours that are equivalent to three (3) school days. The plan must include the written consent of the teachers' union and address all of the requirements set forth in R.C. 3313.482. The plan may also include distribution of "blizzard bags" which are paper copies of the lessons posted online. **The plan must be approved by the Board by August 1st of each school year.**

[] The school calendar and the number of hours of student instruction shall be consistent with the provisions of the collective bargaining agreements **entered into between the Board of Education and the District** and its employees.

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R.C. 3313.602, 3313.48, 3313.62, 3313.63, 3317.01 (B), 3313.482



Book Policy Manual

Section Vol. 41, No. 1 - August 2022

Title Copy of Vol. 41, No. 1 - August 2022 Revised PERSONNEL FILES

Code po8320

Status

Adopted December 18, 2017

REVISED POLICY - VOL. 41, NO. 1

8320 - PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that accurate, necessary, and relevant records exist concerning an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and job performance including, but not limited to, completed evaluations of the employee. Such records will be kept in compliance with the laws of the State of Ohio.

The Board delegates the maintenance of an employee personal information system to the Superintendent Business Manager Assistant Superintendent for Personnel _____ **[END OF OPTIONS]**.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Employees asked to supply information for a personnel file shall be informed whether the requested information is legally required. If it is not, **the employees/he** may decline to supply the information.

Only that information which pertains to the professional role of the employee may be placed in an employee's official record file by duly authorized Board personnel.

A copy of each such entry shall be given to the employee upon request.

A copying cost will be charged for each copy given to the employee at **the employee's/his/her** request at the rate determined by the _____.

The employee shall have access to **their/his/her** file upon request.

Personnel records are predominantly public records and to that extent must be made available for inspection and copying in accordance with State and Federal laws pertaining to same. In accordance with the Federal Privacy Act and case law, the Board shall refrain from disclosing an employee's social security number when releasing personnel records. Further, if an employee presents **to the District a valid confidentiality program authorization issued by the Secretary of State certifying that the employee information to the District certifying that s/he** is a participant in the Safe at Home/Address Confidentiality Program **administered by the Secretary of State**, the Board shall refrain from including the employee's actual/confidential residential address in any personnel records, personnel files, or staff directories (including electronic records and files) or disclosing the employee's actual/confidential residential address when releasing personnel records. The Board shall only list the address designated by the Secretary of State to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the Board shall use the employee's designated address for any and all communications and correspondence between the Board and the employee. The employee's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. Additionally, if applicable, the employee's school, institution

of higher education, business, or other place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner. The intentional disclosure of an employee's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

Personnel records shall be monitored regularly to assure compliance with this policy and the law. Records deemed no longer accurate, relevant, or necessary under this policy may be submitted to the District Records Commission for disposal in accordance with law.

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R.C. 111.41, 111.42, 111.43, 111.46, 111.47, 111.99

R.C. 149.41, 149.43, 1347 et seq.

Federal Privacy Act, 5 U.S.C. Section 552a note

State ex rel. Beacon Journal Publishing Company v. City of Akron (1994)

70 Ohio St. 3d, 640 N.E. 2d 164



Book	Policy Manual
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Title	Copy of Vol. 41, No. 1 - August 2022 Revised STUDENT RECORDS
Code	po8330
Status	
Adopted	December 18, 2017
Last Revised	November 22, 2021

REVISED POLICY - VOL. 41, NO. 1

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student personally identifiable information (PII) includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and 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.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

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

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or ~~to~~ other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as school officials for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

- B. contractors, consultants, volunteers, or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing **the school official's his/her** tasks (including volunteers) is also considered a school official for purposes of FERPA provided **the parent or students/he** meets the above-referenced criteria applicable to other outside parties.

Legitimate educational interest is defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including, but not limited to, physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record; and
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled;

Such records shall be transferred within one (1) school day of the enrolling school's request.

- D. provide personally-identifiable information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies for, or on behalf of, the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or **the student's his/her** family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

[Districts without AGs should include the following paragraph] This written agreement must include: (1) specification

of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use reasonable methods to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only directory information regarding a student shall be released to any person or party, other than the student or **the student's his/her** parent, without the written consent of the parent; or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year, the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

[The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. *This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 C.F.R. 99.37(d). R.C. 3319.321, however, does not identify student email addresses as directory information.]

[X] The Board designates school-assigned e-mail accounts as directory information for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes () and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider () and internal users of the District's Education Technology **[END OF OPTION]**.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District-assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

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

The Board may disclose directory information, on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student) presents **to the District a valid program authorization card issued by the Secretary of State certifying that the parent (or adult student), the parent's information to the District certifying that the parent (or adult student), his/her** child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program **administered by the Secretary of State**, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that **the non-custodial parents/he** should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of **a** student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

~~2021 Solomon Amendment: Subtitle C- General Service Authorities and Correction of Military Records SEC. 521.~~ **[moved to legal references below]**

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- R.C. 9.01, 111.41, 111.42, 111.43, 111.46, 111.47, 111.99
- R.C. 149.41, 149.43, 1347 et seq., 3313.33, 3319.321
- 34 C.F.R. Part 99
- 20 U.S.C., Section 1232f through 1232i (FERPA)
- 26 U.S.C. 152
- 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
- 20 U.S.C. 7165(b)
- 20 U.S.C. 7908
- 2021 Solomon Amendment: Subtitle C- General Service Authorities and Correction of Military Records SEC. 521



Book	Policy Manual
Section	Vol. 41, No. 1 - August 2022
Title	Copy of Vol. 41, No. 1 - August 2022 Revised TRANSPORTATION
Code	po8600
Status	
Adopted	December 18, 2017
Last Revised	November 22, 2021

REVISED POLICY - VOL. 41, NO. 1

8600 - TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law. Such laws and rules shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which they are assigned or to their nonpublic or community schools. The Superintendent may substitute smaller buses for reasons of economy or efficiency of operation.

Children living beyond the following walking limits shall be entitled to bus transportation:

- A. Kindergarten at Noon 1.5 mile
- B. Kindergarten in Morning, or afternoon 1.5 mile
- C. Grades 1 through **56** 1.5 mile
- D. Grades **67** through 12 2.0 mile

Exceptions to the foregoing limits may be made in the case of a temporarily or permanently-disabled child who has been so certified by a physician and in the case of adverse safety conditions and may include:

1. a significant portion of the direct walking route to school has no sidewalks and the posted speed limit (except for School Zone) exceeds 25 miles per hour;
2. the direct walking route to school requires students to cross a major thoroughfare, right of way or passage where there is no crosswalk, overpass or underpass;
3. a student is involuntarily assigned by the Board to a school.

Typical students will be allowed to use a non-typical bus stop only when the student resides at the address of the non-typical student's home or the non-typical parent provides child care for the typical student(s).

Parents must be notified. This practice is not guaranteed and may cease at any time.

Transportation for students who are not entitled to transportation under State law will not be reduced after the start of the school year.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of Board-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The governing authority of a community school shall provide or arrange for transportation free of charge for any eligible special education student enrolled in the community school for whom the student's individualized education program specifies transportation.

Transportation to and from school shall be provided for each student residing in the District and attending a State-chartered nonpublic school ~~that is located within the thirty (30) minute travel limitation established by State law~~ on the same basis as established for resident students as set forth above, subject to the following limitation. Transportation will only be provided if it requires thirty (30) minutes or less of direct travel by a school bus during normal travel times as measured from the school building to which the student would be assigned in the District. Transportation shall be provided each day in which the nonpublic school is open with students in attendance (excluding Saturdays and Sundays except by agreement between the entities entered into by July 1st in any year). Chartered nonpublic school students who are transported by the Board may be assigned to ride on buses upon which resident students are also assigned.

Furthermore, transportation to and from school shall be provided for each native student (i.e., student entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65) attending ~~a chartered~~ an approved community school for each day in which the school is open and students are in attendance (excluding Saturdays and Sundays except by agreement between the entities entered into by July 1st each year). However, if that community school is located outside the District, the Board will only provide transportation if it requires thirty (30) minutes or less of direct travel by a school bus during normal travel times as measured from the school building to which the student would be assigned in the District. ~~transportation will only be provided consistent with the thirty (30) minute travel limitation established by State law~~. Native students attending an approved community school located within the District will be provided transportation on the same basis as established for resident students set forth above. Students transported to an approved community school may be assigned to ride on buses upon which resident students are also assigned.

Transportation of eligible nonpublic or community school children between their home areas and schools shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The Board will not provide or arrange for transportation of students enrolled in kindergarten through eighth grade using mass transit system vehicles unless the Board and the community/nonpublic school have entered into an agreement authorizing this mode of transportation which is approved by both entities in advance. Students enrolled in ninth grade or above may be transported on vehicles operated by a mass transit system provided that the route does not require more than one (1) transfer.

Upon receipt from the community/nonpublic school of the official start and end times of school for the upcoming year, the District will develop and provide a transportation plan which includes transportation routes and schedules for eligible students. The plan will be provided within sixty (60) days after receiving the start and end time, or when possible, by the first day of August in the event the Board is not notified of start and end times by the deadline of April 1st. For eligible students who enroll after July 1st but before the start of the school year, a transportation plan will be developed within fourteen (14) business days after receiving a request for transportation. The transportation plan provided to community/nonpublic schools pursuant to this policy and State law is tentative and subject to change.

The Superintendent may determine that it is ~~impractical~~ impracticable to transport a student to a community or nonpublic school after considering the factors enumerated under State law. The determination for payment-in-lieu of transportation will be made at least thirty (30) calendar days prior to the District's first day of student instruction, or no later than fourteen (14) calendar days if a student is enrolled less than thirty (30) days prior to the first day of instruction or after the start of the school year, and must be formalized through a resolution passed by the Board at its next scheduled meeting. If transportation is determined to be impracticable, the Board will issue a letter to the student's parent/guardian, the community or nonpublic school, and the State Board of Education detailing the reason(s) why the determination was made. Parent(s)/guardians shall be provided payment-in-lieu of transportation at the amount established by State law unless otherwise directed by action of the State Board of Education. Parents/guardians may authorize the community or nonpublic school where their student is enrolled to act on their behalf at any time after requesting transportation.

The Board will not be required to provide transportation for any native student enrolled in a community school if the Board has entered into an agreement with the governing authority of the community school that designates the community school as responsible for providing or arranging the transportation of the District's native students to and from the community school and is certified by the State Board of Education as having met certain requirements established by State law. The governing authority of a community school must provide or arrange for transportation in a manner that is comparable to the transportation that the District provides or arranges for its native students of the same grade level and distance from school who are enrolled in the District. Also, the governing authority must provide or arrange for the transportation under such agreement free of charge for each of its enrolled students who are eligible to be transported in accordance with R.C. 3327.01 or who would otherwise be transported by the District under the District's transportation policy. If the Board enters into an agreement with the governing authority regarding the transportation of the District's native students, the State Board of Education shall make payments to the community school in accordance with the terms of the agreement for each student actually transported.

Likewise, the Board will not be responsible for providing transportation for any native student enrolled in an approved community school if the governing authority of the community school submits a written notification to the Board, by a date prescribed by the State Board of Education, stating that the governing authority will accept responsibility for providing or arranging for the transportation of the District's native students to and from the community school. The governing authority's unilateral acceptance of the responsibility to provide transportation must cover the entire school year and shall remain in effect for subsequent school years unless the governing authority submits written notification to the Board relinquishing the transportation responsibility. However, the governing authority cannot relinquish the transportation responsibility before the end of the school year and shall submit such notice by a date prescribed by the State Board of Education in order to allow the District a reasonable period of time to prepare for the transportation of its native students enrolled in the community school. If the governing authority unilaterally accepts the transportation responsibility, the State Board of Education shall make payments to the community school for each student actually transported calculated in accordance with existing State law governing the calculation of transportation payments to the District from the State and any rules implemented by the State Board of Education and that otherwise would be paid to the District.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every transported resident student. The Board shall approve the bus routes annually. Students receiving transportation will be delivered to school no sooner than thirty (30) minutes before the start of school and will be picked up no later than thirty (30) minutes after dismissal.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

Students meeting the Federal definition of homeless will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian, or unaccompanied minor, to the same extent as all other students of the District and consistent with this Policy. If the homeless student's temporary residence is located outside the boundaries of the District, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the district in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

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A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-08

R.C. 3313.66, 3314.09, 3314.091, 3319.41, 3327.01 et seq., 4511.01 (F)

R.C. 4511.75 et seq.

42 U.S.C. 11431 et seq.



Book	Policy Manual
Section	2000 Program
Title	PARENT AND FAMILY ENGAGEMENT
Code	po2111
Status	Active
Adopted	December 18, 2017
Last Revised	June 22, 2020

2111 - PARENT AND FAMILY ENGAGEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

"Parents" and "family", as used in this policy, shall be defined as a child's primary caregivers, including those who are not the biological parents, such as foster caregivers, grandparents, and other family members, a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

In accordance with statute and the State Board of Education Parent and Family Involvement policy, the term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, and other family members and responsible adults who play significant roles in providing for the well-being of the child.

In cultivating partnerships with families and communities, the Board establishes the following expectations and objectives for meaningful parent and family engagement:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered; ⁴
2. providing professional development for school staff that helps build partnerships between families and schools; ^{2,3,4}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{2,3}
4. providing coordination, technical assistance and other support assist schools in planning and implementing family involvement activities. ³

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;

2. providing information to families about school policies, procedures, programs, and activities; ^{2,3,4}
3. promoting regular and open communication between school personnel and students' family members; ^{1,4}
4. communicating with families in a format and language that is understandable, to the extent practicable; ^{2,3}
5. providing information and involving families in monitoring student progress; ³
6. providing families with timely and meaningful information regarding Ohio's academic standards, State and local assessments, and pertinent legal provisions; ^{2,3,4}
7. preparing families to be involved in meaningful discussions and meetings with school staff. ^{2,3,4}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; ^{1,3}
2. supporting other needs, to enable families to participate in school-sponsored family involvement events. ^{3,4}

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; ^{1,2,3,4}
2. working with families to establish learning goals and help their children accomplish these goals; ¹
3. helping families to provide a school and home environment that encourages learning and extends learning at home. ^{1,2,3,4}

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning; ^{3,4}
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families. ^{2,3,4}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; ^{2,3,4}
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. ^{2,3,4}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will provide for annual evaluation, with the meaningful engagement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, Part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

¹Indicates R.C. 3312.472 State Requirements

²Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

³Indicates Title I Section 1118 parent involvement requirements

⁴Indicates State Board Parent and Family Involvement Policy recommendations

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R.C. 3313.472



Book	Policy Manual
Section	2000 Program
Title	PARENT AND FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS
Code	po2261.01
Status	Active
Adopted	December 18, 2017
Last Revised	June 22, 2020

2261.01 - **PARENT AND FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS**

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served. "Parents" and "family", as used in this policy, shall be defined as a child's primary caregivers, including those who are not the biological parents, such as foster caregivers, grandparents, and other family members, a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

Each year the Superintendent shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement policy to establish expectations for the involvement of such parents and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents and family members of children receiving Title I services. The proposed policy must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

- A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;
- B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;
- D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family engagement policy in improving the academic quality of schools, including:
 1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 3. strategies to support successful school and family interactions.
- E. use the findings of the above-referenced evaluation to:

1. design evidence-based strategies for more effective parental involvement; and,
 2. revise the parent and family engagement policy, if necessary;
- F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising and reviewing the parent and family engagement policy;
- G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
- I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
- J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- K. involve parents in the planning, review, and improvement of the Title I program;
- L. communicate information concerning school performance profiles and their child's individual performance to parents;
- M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
- N. provide timely responses to parental questions, concerns, and recommendations;
- O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family engagement policy (Policy 2111), including at least one (1) of the following:

- A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- B. Supporting programs that reach parents and family members at home, in the community, and at school.
- C. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
- E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family engagement policy.

The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family engagement policy.

- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities, including the planning, review and improvement of the school parent and family engagement policy, and the joint development of the schoolwide program plan, if appropriate.
- D. Parents of participating students must be provided with:
 - 1. timely information about the Title I program and the school's parent and family engagement policy;
 - 2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;
 - 3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.
- E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the Superintendent.
- F. As a component of the school-level parent and family engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the student will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:
 - 1. describe the school's responsibility to provide a high quality curriculum and instruction in a supportive, effective learning environment;
 - 2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;
 - 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- G. Parents of children receiving Title I services must be notified about their school's parent and family engagement policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.
- H. School-level parent and family engagement policies must be updated periodically to meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving student academic achievement, the Superintendent and building principals must include provisions in the School District and school-level parent and family engagement policies regarding:

- A. assisting parents of children served under Title I in understanding such topics as the State academic standards, State and local academic assessments, Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);
- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;

- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);
- E. providing information related to school and parent programs, meetings, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;
- F. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
- B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;
- C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- D. train parents to enhance the involvement of other parents;
- E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- F. adopt and implement model approaches to improving parental involvement in Title I programs;
- G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

Revised 12/10/18

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Legal 20 U.S.C. 6318 et seq.
 34 C.F.R. Part 200 et seq.