

**EATON BOARD OF EDUCATION REGULAR MEETING**  
**Hollingsworth East Elementary School Cafeteria**  
**November 17, 2022**  
**6:00 p.m.**

**I. Opening of the Meeting**

**A. Call to order** – President

**B. Roll Call**

E. Beeghly Present B. Deacon Present B. Myers Present L. Noble Present  
T. Parks Present

**C. Pledge of Allegiance-** President Noble led the Pledge of Allegiance.

**II. Treasurer's Business – Rachel Tait**

***ADOPTION OF CONSENT AGENDA ITEM – FINANCIAL***

Action by the Board of Education in “Adoption of Consent Agenda Item” at this point of the agenda means that item A is adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the “Consent Agenda Items” and voted on separately.

**A. The Treasurer recommends approval of the following:**

1. Approve minutes of the October 13, 2022 Regular Board Meeting.
2. Approve Five Year Forecast for FY23.
3. Submission of corrected Financial Report for September.
4. Submission of Warrants for October.
5. Submission of Financial Report for October.
6. Submission of Investment Report for October.
7. Approve FY23 Supplemental Appropriations.
8. Approve purchase order to Beechwood Golf Course for \$4,898.00 with funds available then (10/8/2022) and now for Golf Fundraiser.
9. Approve purchase order to ComDoc for \$12,893.95 with funds available then (10/28/22), and now for copy overage charges.

Motion by E. Beeghly second by B. Deacon

Discussion- Mrs. Tait shared the Five Year Forecast.

Beeghly Y Deacon Y Myers Y Noble Y Parks Y

President declares motion passed.

**#2233-30**

### **III. Reports**

- A. Miami Valley Career Technology Center Report** – Terry Parks- Mr. Parks said construction continues and the big move for most areas will be after Christmas.
- B. Parks and Recreation Board Report** – Ben Myers- No report.
- C. Superintendent Report** – Jeff Parker- Mr. Parker shared about MVCTC school to work program that is item K on the agenda. If approved, the goal is to have a student intern as a mechanic for the District. Mr. Parker updated the Board on the Veteran's Day programs that happened in the District.
- D. Other Reports**- None.

### **IV. Old Business**- None.

### **V. New Business**

#### ***ADOPTION OF CONSENT AGENDA ITEMS - PERSONNEL***

Action by the Board of Education in "Adoption of Consent Agenda Items" at this point of the agenda means that items A through G are adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the "Consent Agenda Items" and voted on separately.

**Mr. Parks requested Item F be voted on separately.**

#### **A. Resignations and Retirements**

The Administration recommends approval of the following resignations.

1. Susan Wike, Teacher, resignation for the purpose of retirement, effective May 31, 2023.
2. Jim Richards, Teacher, resignation for the purpose of retirement, effective May 26, 2023.

#### **B. Employment – Certificated Staff Athletic Supplemental Contracts**

The Administration recommends the following supplemental contracts for the 2022-2023 school year. Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations, and any applicable state requirements.

1. Bill Aukerman, Assistant Swim Coach, retroactive to October 31, 2022

### **C. Employment Classified Staff**

The Administration recommends the employment of the following personnel for the 2022-2023 school year, effective the day after board approval unless otherwise noted. Employment contingent upon certification (where applicable), criminal background check, and all other state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

1. Shelly Schadle, Cafeteria Worker, retroactive to October 31, 2022.

### **D. Employment – Non-Certificated Substitutes**

The Administration recommends employment of the following personnel for the 2022-2023 school year. Employment contingent upon certification (if necessary), criminal record check, and all other state and local requirements. Salary and duties per Board Policy, and Administrative Rules and Regulations with no fringe benefits.

1. Joqunia White, substitute Cafeteria Worker, retroactive to October 17, 2022.
2. Joqunia White, substitute Educational Aide, retroactive to October 17, 2022.
3. Joqunia White, Substitute Secretary, retroactive to October 17, 2022.

### **E. Employment of Non-certificated Extracurricular Position**

The following positions have been posted and neither an employee of the district holding an educator license, who meets all of the Board's qualification, nor a non-employee of the district holding an educator license, who meets all of the board's qualifications, has applied for, been offered, or accepted the position. The Administration recommends the employment of this nominee on a one-year limited contract for the 2022-2023 school year, or as noted, contingent upon completion of all state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

1. Mariah Pheanis, 7<sup>th</sup> Grade Basketball Cheer
2. Mariah Pheanis, 8<sup>th</sup> Grade Basketball Cheer
3. John Hitchcock, Boys Tennis Coach

### **G. Volunteers**

The Administration recommends approval of the following volunteers:

1. Stacy Jones, JH Cheer Volunteer
2. Trevor Pittman, HS Baseball Volunteer

Motion by B. Deacon, second by B. Myers.

Discussion- Mr. Parker congratulated Susan Wike and Jim Richard for their impending retirements.

Beeghly Y Deacon Y Myers Y Noble Y Parks Y

President declares motion passed.

#2223-31

**F. Employment – Certificated Staff – Substitute Teachers/Tutors as Certified by the Preble County Educational Service Center**

The Administration recommends approval of the following substitute teachers/home instruction tutors for the 2022-2023 school year, as certified by the Preble County Educational Service Center.

1. Troy Allbright, retroactive to October 18, 2022
2. Kimberlee Barney, retroactive to November 9, 2022
3. Tamara Bill, retroactive to October 19, 2022
4. Brady Davis, retroactive to November 14, 2022
5. Chelsea Downs, retroactive to October 24, 2022
6. Katie Giffen, retroactive to November 9, 2022
7. Velma Julian, retroactive to October 24, 2022
8. Clayton Kiracofe, retroactive to November 14, 2022
9. Angela Matlock, retroactive to November 7, 2022
10. Elizabeth McComb, retroactive to October 19, 2022
11. Jordan McCray, retroactive to November 4, 2022
12. Madison Michael, retroactive to November 4, 2022
13. Kierston Neal, retroactive to October 31, 2022
14. Trevor Pittman, retroactive to November 11, 2022
15. Ronald Fred Stoeckel, Jr., retroactive to October 27, 2022
16. Emma Toschlog, retroactive to October 27, 2022
17. Whitney Williams, retroactive to October 19, 2022
18. Alexander Pressly

Motion by B. Deacon, second by E. Beeghly.

Discussion- None.

Beeghly Y Deacon Y Myers Y Noble Y Parks N

President declares motion passed.

#2223-32

**ADOPTION OF CONSENT AGENDA ITEMS - ADMINISTRATIVE**

Action by the Board of Education in “Adoption of Consent Agenda Items” at this point of the agenda means that items H through O are adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the “Consent Agenda Items” and voted on separately.



## **H. Donations**

The Administration recommends approval of the following donated items:

1. (190) Miscellaneous library books from Monroe Middle School and High School.
2. Walmart school supplies for the district.

## **I. Agreement with the Dayton Area School Application System Consortium**

The Administration recommends approval of an agreement to participate in the Dayton Area School Application System Consortium coordinated through the Montgomery County Educational Service Center. As a member of this consortium, this school district agrees to pay its share of the charges (\$1,431.00) established for the consortium application process for a minimum of one year beginning January 1, 2023. (Attachment A)

## **J. Agreements with the Preble County Educational Service Center**

The Administration recommends the approval of (2) two contracts for the 2022-2023 school year for services with the Preble County Educational Service Center, (Attachment B)

## **K. Agreement with Miami Valley Career Technology Center**

The Administration recommends approval to enter into a School-To-Work / Work Based Learning Employment Agreement with MVCTC. This is a Pre-Apprenticeship / Internship Advanced Placement for the 2022-2023 school year. (Attachment C)

## **L. Out of State Student Travel**

The Administration recommends the approval of the following out of state student travel.

1. Varsity Competition Cheer Team and coaches to Fisher, IN on November 20, 2022 to participate in the Regional competition.
2. Varsity Competition Cheer Team and coaches to Orlando, FL, February 10-12, 2023, to participate in the National competition.

## **M. Amend Out of State Student Travel**

The Administration recommends a location change for the Eaton High School Baseball Spring Break trip, April 3-7, 2023. The new location will be Lake Pointe, GA to play at the Prep Baseball Report Complex.

## **N. Board Policy Updates**

The Administration recommends the first reading of the following board policies. (Appendix A)

1. Policy 2413 – Career Advising
2. Policy 2430 – District Sponsored Clubs and Activities
3. Policy 2431 – Interscholastic Athletics
4. Policy 3120.08 – Employment of Personnel for Co-Curricular/Extra-Curricular Activities
5. Policy 5111 – Eligibility of Resident/Nonresident Students
6. Policy 5335 – Care of Students with Chronic Health Conditions

7. Policy 5336 – Care of Students with Diabetes
8. Policy 5460.01 – Diploma Deferral
9. Policy 6700 – Fair Labor Standards Act
10. Policy 7440.03 – Small Unmanned Aircraft Systems
11. Policy 8210 – School Calendar
12. Policy 8320 – Personnel Files
13. Policy 8330 – Student Records
14. Policy 8600 – Transportation

## **O. Obsolete Items**

The Administration recommends approval to declare certain items as obsolete and to dispose of them accordingly.

1. Sharp TV, tag # 11917
2. Sharp TV, tag # 11750
3. Overhead projector, tag #11022
4. Overhead projector, tag #12257
5. Overhead projector, tag #11918
6. Overhead projector, tag #11922
7. Overhead projector, tag #11766
8. Overhead projector, tag #12112
9. Overhead projector, tag #5817
10. Sharp VCR, tag #7211
11. Zenith VCR, tag #11751
12. RCA VCR, tag #11249
13. RCA VCR, tag #12136
14. RCA VCR, tag #10687
15. Nobilis desktop computer, tag #14563
16. Nobilis desktop computer, tag #14001
17. Nobilis desktop computer, tag #14008
18. Nobilis desktop computer, tag #14561
19. Nobilis desktop computer, tag #14083
20. Nobilis desktop computer, tag #14551
21. Nobilis desktop computer, tag #14078
22. Nobilis desktop computer, tag #14556
23. Nobilis desktop computer, tag #14504
24. Nobilis desktop computer, tag #14007
25. Nobilis desktop computer, tag #14006
26. Nobilis desktop computer, tag #14515
27. Nobilis desktop computer, tag #14629
28. Nobilis desktop computer, tag #14596
29. Nobilis desktop computer, tag #14074
30. Nobilis desktop computer, tag #14004
31. Nobilis desktop computer, tag #14009
32. Nobilis desktop computer, tag #14070
33. Nobilis desktop computer, tag #14087
34. Nobilis desktop computer, tag #14514
35. Nobilis desktop computer, tag #14862
36. Nobilis desktop computer, tag #14510
37. Nobilis desktop computer, tag #14554
38. Nobilis desktop computer, tag #14508

39. Nobilis desktop computer, tag #14559
40. Nobilis desktop computer, tag #14889
41. Nobilis desktop computer, tag #14558
42. Nobilis desktop computer, tag #14005
43. Nobilis desktop computer, tag #14086
44. Nobilis desktop computer, tag #14505
45. HP Laser Jet printer, tag #13113
46. HP Laser Jet printer, tag #11518
47. HP Laser Jet printer, tag #11477
48. HP Laser Jet printer, tag #121265
49. HP Laser Jet printer, tag #12599
50. (111) ASUS Monitors
51. (1) MPC Monitor
52. (7) Grandstream telephones
53. (7) Shoretel telephones
54. (1) Phillips TV
55. (1) Sharp VCR
56. (1) Toshiba VCR
57. (1) RCA VCR
58. (26) Epson Projectors
59. (16) Nobilis desktop computers
60. (28) Compaq desktop computers
61. (1) HP Laser Jet printer
62. Sharp Projector, tag #012076, Eaton Middle School
63. Sharp Projector, tag #012228, Eaton Middle School
64. NEC VT670 Projector, tag #12023, Eaton Middle School
65. Elmo document camera, tag #012114, Eaton Middle School
66. Quartet Portable Screen, Eaton Middle School
67. Bookcase, tag #13840, Eaton High School
68. Metal pamphlet holder, tag #13820, Eaton High School

Motion by B. Myers seconded by B. Deacon

Discussion- Mr. Parks commented on the Board Policy reading.

Beeghly Y Deacon Y Myers Y Noble Y Parks Y

President declares motion passed.

**#2223-33**

## **P. Other Discussion**

There will be a November 29, 2022 work session scheduled for 3:00PM at the Board Office, then transitioned to the Bus Garage for a tour of the Bus Garage. This work session will be to discuss potential capital projects. No action will be taken at that meeting.

## VI. Adjournment

Motion by T. Parks seconded by  
B. Myers to adjourn the meeting.

Discussion- None.

Beeghly Y Deacon Y Myers Y Noble Y Parks Y

President declares motion passed.

President adjourns meeting at 7:03 p.m.

**#2223-34**

DATE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_ TREASURER: \_\_\_\_\_

### Upcoming Meeting

Meeting: Regular Board Meeting  
Date/Time: Monday, December 5, 2022 – 6:00 p.m.  
Location: East Elementary School

**DAYTON AREA SCHOOL APPLICATION SYSTEM CONSORTIUM**  
**FY23**

The **Eaton Community School** District agrees to participate in the Dayton Area School Application System Consortium coordinated through the Montgomery County Educational Service Center. As a member of this consortium this school district agrees to pay its share of the charges established for the consortium application process for a minimum of one year.

\_\_\_\_\_  
 District Representative Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

Please verify or update the contact information on file for the school district:

Name: **Carla Kirsch , Administrative Assistant**

Email and Phone: **ckirsch@eaton.k12.oh.us, 937-456-1107**

(check one)

☒ All above information is correct      **OR**      ☐ The following information needs updated

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Your district invoice will be sent out in the amount of **\$1,431.00**

- Montgomery County Districts – Montgomery County ESC will pay the fee
- **The cost of attending the DASEC Job Fair is included with the membership price.**
- **Membership is transitioning to Fiscal Year**

Please return this form no later than November 1, 2022

MCESC Human Resources 200 S. Keowee St, Dayton, OH 45402

or email: [britni.mckinniss@mcesc.org](mailto:britni.mckinniss@mcesc.org)

Contact Marion Stout with any questions: 937-225-4598 or [marion.stout@mcesc.org](mailto:marion.stout@mcesc.org)

**CONTRACT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT**, made by and between the Eaton Community Schools (ECS), 306 Eaton Lewisburg Road, Eaton, Ohio 45320 and the Preble County Educational Service Center (PCESC), 597 Hillcrest Drive, Eaton, Ohio 45320-9510.

The Preble County Educational Service Center, for and in consideration,

**Agrees** to employ four (4) certified teachers to serve as building substitute teachers, when called as needed basis, beginning July 1, 2022 and ending June 30, 2023. The certified teachers will serve as substitute teachers as assigned by Eaton Community Schools.

The Eaton Community Schools, agrees to pay the

**Sum** of approximately, Eighty-Four Thousand Three Hundred Sixty-Six and 14/100 Dollars (\$84,366.14) according to the estimated budget that is attached. Any additional or follow up costs to this employment (i.e., workers compensation or unemployment expenses) that is incurred by the PCESC will also be included.

The Preble County Educational Service Center will invoice the Eaton Community Schools monthly. Payment for providing the Substitute Classroom Para-Teachers will be processed upon receipt of an invoice provided by PCESC and payment made within 30 days of receipt of the invoice.

by Eaton Community Schools

by Preble County Educational Service Center

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# ATTACHMENT B

## ATTACHMENT

	<b><u>SUBSTITUTE PARA- TEACHER</u></b>
Base Salary per Day	\$115.00
Total Cost Per Day	\$140.61
Number of Work Days*	<u>560.00</u>
Total Cost	\$78,741.60
Incentives**	<u>\$5,624.54</u>
Total Per Teacher	<u>\$84,366.14</u>

\* 4 teachers at 140 days each

\*\* Incentives:

\$100.00 extra for working 10 days per month

\$50.00 extra for working 15 days per month

\$50.00 extra for working 20 days per month



**CONTRACT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT**, made by and between the Eaton Community Schools (ECS), 306 Eaton Lewisburg Road, Eaton, Ohio 45320 and the Preble County Educational Service Center (PCESC), 597 Hillcrest Drive, Eaton, Ohio 45320-9510.

The Preble County Educational Service Center, for and in consideration,

**Agrees** to employ five (5) certified teachers on a substitute, when called as needed basis, beginning July 1, 2022 and ending June 30, 2023 School Year not to exceed 2,000 hours. The certified teachers will serve as middle and high school tutors as assigned by Eaton Community Schools.

The Eaton Community Schools, agrees to pay the

**Sum** of approximately, Forty-Eight Thousand Nine Hundred and 00/100 Dollars (\$48,900.00) according to the estimated budget that is attached. Any additional or follow up costs to this employment (i.e., workers compensation or unemployment expenses) that is incurred by the PCESC will also be included.

The Preble County Educational Service Center will invoice the Eaton Community Schools monthly. Payment for providing the Substitute Classroom Para-Teacher will be processed upon receipt of an invoice provided by PCESC and payment made within 30 days of receipt of the invoice.

by Eaton Community Schools

by Preble County Educational Service Center

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTACHMENT B

ATTACHMENT

SUBSTITUTE  
PARA-  
TEACHER

Salary per hour	\$20.00
Total cost per hour	\$24.45
Number of hours*	<u>2,000</u>
Total cost	<u>\$48,900.00</u>

\* 5 tutors, 400 hours per tutor



**School-to-Work / Work Based Learning Employment Agreement**  
**Pre-Apprenticeship / Internship / Advanced Placement 2022-2023**

Attachment C



6800 Hoke Road ■ Englewood, Ohio 45315-9740  
 937/837-7781

<b>Student Name:</b> <b>Address:</b> <b>City:</b> _____ <b>Zip Code:</b> _____ <b>Age</b> _____ <b>DOB:</b> _____ <b>Grade:</b> _____ <b>P / G Phone:</b> _____ <b>P / G Cell:</b> _____ <b>P / G E-mail:</b> _____ <b>Student Cell:</b> _____ <b>Student Cell Provider:</b> _____ <b>Student Pers. Email:</b> _____ <b>Career Tech Program:</b> _____ <b>Career Tech Program Instructor:</b> _____ <b>Career Tech Program Phone:</b> _____	<b>Employer:</b> <b>Address:</b> <b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>E-mail:</b> _____ <b>Supervisor/Mentor:</b> _____ <b>Student Position:</b> _____ <b>Type of Employment:</b> <i>(Advanced Placement, Pre-Apprenticeship, Internship etc.)</i>  <div style="text-align: center;"> <b>½ Day / 2 Week on – off A / B</b> </div>
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In order to operate an effective work based learning program and be in compliance with state and federal regulations, it is necessary that all parties understand and adhere to the terms of the job placement training agreement.

**Everyone understands:**

- The term of this job placement training agreement is for the current school year.
- That any and all parties shall **consult with the coordinator** about concerns before considering **termination** of this agreement.
- A training plan shall be developed cooperatively between the coordinator/instructor and the employer and updated cooperatively as needed.
- Adjustments in employment may be necessary depending upon the student's progress, economic conditions, changes in company policies, etc.
- This is a training/employment agreement and may be terminated by the coordinator/instructor, and the student may be returned to the classroom situation if the student fails to perform adequately on the job, at school and/or fails to follow all requirements of this job placement agreement and the coordinator deems it necessary for the student's continuing education.

**The student will:**

- Provide adequate and reliable transportation to and from work.
- Maintain attendance and punctuality on the job at all times unless excused by the coordinator/instructor. The student must notify the coordinator/instructor before a planned or unplanned absence, obtain permission for the absence and **then** notify the employer in advance when possible.
- Maintain high-quality performance and passing grades in school and perform all duties (school & job) with honor and sincerity and in a manner that will reflect positively on the school, employer and the student and adhere to all aspects of the MVCTC Student Code of Conduct.
- **Not quit or change jobs** unless having received approval of the coordinator/instructor/supervisor.
- Remain at school in case of job loss, termination or lack of work.
- Continue to participate in club/school activities. (MVCTC ambassador, CTSO officer, Sports and other)
- Provide completed weekly or bi-weekly work reports and paystubs. These reports are due on Mondays following the week or weeks you have worked.
- Follow any additional rules and guidelines.
- Not engage in any conduct leading to a recommendation for expulsion.

**The parent will:**

- Assume responsibility for personal conduct of the student.
- Assume responsibility for transportation of the student to and from the job site.
- Assure that the student has appropriate apparel for the job site.

Revised 3/25/2022

## School-to-Work / Work Based Learning Employment Agreement

### Pre-Apprenticeship / Internship / Advanced Placement 2022-2023

- Call the coordinator/instructor in case of student's illness and insure that the employer has been notified in advance of any planned or unplanned absence.
- Encourage and support the student to succeed in this job-training experience.
- Monitor student's grades and attendance to maintain eligibility.

**The coordinator/ instructor will:**

- Provide the related instruction necessary for the student's progress in both school and at the job site.
- Observe student on the job and assist the employer in evaluating the student.
- Enforce attendance and disciplinary regulations as per student handbook and supplemental agreements.
- Place students only with those employers who provide employment in accordance with federal, state and local laws and regulations including nondiscrimination of any applicant or employee because of race, color, sex, national origin, or disability.
- Review the training plan progress on a regular basis.
- Verify that the student is proficient in the critical core competencies prior to placement.

**The employer will:**

- Affirm that the company is an equal opportunity employer.
- Place student on job in accordance with the agreed upon and approved training plan.
- Give the student adequate orientation and safety training for the job site to enable the student to become productive.
- Evaluate the performance of the student regularly and in accordance with the coordinator/instructor.
- Cooperate with the coordinator/instructor to maintain continued progress of the student on the job.
- Prohibit the student from working if the student did not attend school on that work day and does not have permission of the coordinator/instructor.
- Provide the student with the same considerations given other employees regarding safety, health, social security, general working conditions and other regulations.
- Notify the coordinator immediately with any/all concerns about the student or his/her job site. **Attendance / Injury / Other**
- Contact the coordinator/instructor immediately if there is any reason that termination is being considered to allow the coordinator/instructor time to work with the student to correct the problem.
- Carry Liability Insurance (Workers' Compensation).
- Pay the student a wage of \$  per hour and provide a minimum of  hours of work per week.
- Maintain the following work schedule for the student: (indicate beginning and ending time for each work day)  
(½ Day students – 15+ Hours per week. Two week on/off 30–40 Hours per week)

M T W T F S S

Student Start Date: / / Student End Date: \*\* 5/16/2023

Employer Workers' Compensation policy number:

(We don't allow our students to work for cash and/or to be issued form 1099)

**\*\*Student will remain employed during senior work experience week (5/10/23 - 5/16/23) and work a minimum of 30 hours.**

**All parties have read and agree to abide by the above statements.**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

**Coordinator/ Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MVCTC Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Robert Ewry –STW / WBL Pre -Apprenticeship / Internship Coordinator [rewry@mvctc.com](mailto:rewry@mvctc.com) 937-854-6237

This program is in compliance with Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; the Education Amendment of 1976; and Section 504 of the Rehabilitation Act of 1973. This program provides equal opportunities to all people without regard to age, gender/sex/disability, marital status, race, color, creed, national origin or religion.



Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	CAREER ADVISING
Code	po2413
Status	
Adopted	October 12, 2015

#### 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).
- C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.

These may include:

- 1. Identifying students who are at risk of dropping out of school using a local research-based method, such as the Early Warning System offered by the Ohio Department of Education, with input from teachers, school counselors, and other appropriate school staff.
- 2. Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to successful graduation and the role of career-technical education, competency-based education, and experiential learning, when appropriate.
- 3. Before developing a Student Success Plan, District staff will invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the District will provide the adult with a copy of the plan, a statement of the importance of a high school diploma, and a listing of the pathways to graduation available to the student.
- 4. **After the Student Success Plan is developed, the District will provide career advising to the student that is aligned with the Student Success Plan and the District's career advising plan.**

- 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.

This may also include training on other online tools provided that offer resources for discovering career interests, exploring

and researching career and education options, and supporting the development of a Student Success Plan.

- 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.  
  
This may include activities that support the student's academic, career, and social/emotional development, such as those saved to a student's OhioMeansJobs K-12 Backpack.
- 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.

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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)

**Last Modified by Norm Burkhardt on November 9, 2022**





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	
Adopted	October 12, 2015
Last Revised	November 6, 2017

#### 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 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.

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

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 members ~~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.



Student Eligibility; Refer to Student Handbook.

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.

The Athletic Director and/or Principal shall require that each student-athlete who participates in either an interscholastic or intramural sport submits Form 2431 F1 and Form 2431 F2 signed by the student and **the student'shis/her** 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 Form 2431 F1 and Form 2431 F2 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.

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Legal A.C. 3301-35-03  
R.C. 3313.53, 3313.537, 3313.539, 3313.664, 3313.5314, 3313.5317, 3315.062

**Last Modified by Norm Burkhardt on November 9, 2022**



Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	INTERSCHOLASTIC ATHLETICS
Code	po2431
Status	
Adopted	October 12, 2015
Last Revised	December 14, 2020

#### 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.

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

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 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. See Form 2431 F1 and Form 2431 F2.

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 have maintained at least a 2.0 grade-point average for the grading period previous to the one in which the students/he wishes to participate.

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.

If a student who becomes ineligible under these standards improves their his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

#### **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.

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.

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 which shall include a complete schedule of events.

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. Prior to enrolling in the sport:
  - 1. each participant shall submit to a thorough physical examination by a District-approved physician; and
  - 2. 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. 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 student~~<sup>he</sup> 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 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 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.

Students will be further informed that participation in interscholastic sports 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).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

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.**

Revised 1/13/20

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Legal

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

**Last Modified by Norm Burkhardt on November 6, 2022**





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	
Adopted	November 2, 2015
Last Revised	June 8, 2020

### 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.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

**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

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.

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). Personnel must also pass a pre-employment drug screening.

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one 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.

Revised 11/6/17

Legal

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

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

**Last Modified by Norm Burkhardt on November 9, 2022**





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
Status	
Adopted	October 12, 2015
Last Revised	January 6, 2022

#### 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 (Form 5111 F7) or caretaker authorization affidavit (Form 5111 F8). The child may attend the schools of this District (Form 5111 F9) 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 students will not be admitted until the records required to be released by DYS 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 OHSA.

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.

## **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 enrollment of nonresident children which:

- A. admit such children only on the proper application of the parent or guardian; release by the board of education of residency, if required; and the approval of the Board;
- B. do not exclude any child, otherwise eligible, on the basis of such child's race, color, national origin, sex (including sexual orientation and transgender identity), disability, religion, or ancestry;
- C. verify claims of residency;
- D. deny admission where the educational program maintained for the children of this District is inadequate to meet the needs of the applicant;
- E. make continued enrollment of any nonmandatory nonresident, regular-education student contingent upon maintaining good standards of citizenship and discipline.

The Superintendent shall:

- A. recommend to the Board for their approval the admission of qualified applicants.
- B. report to the Board at each regular meeting for its information and consent the enrollment of each nonresident student.

Tuition rates shall be determined as required by Ohio Statutes.

Tuition shall be charged monthly, in advance of attendance.

## 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.

Revised 6/11/18

Legal

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

R.C. 3313.48, 3313.64, 3313.645, 3313.649, 3313.65, 3313.66, 3313.90, 3313.97

R.C. 3313.98, 3317.08, 3317.081, 3321.01(B), 3321.03, 3323.141

R.C. 3327.04, 3327.05, 3327.06, 2152.18, 5139.05, 3313.672, 3313.533

A.C. 3301-42-01

42 U.S.C. 11431 et seq.

**Last Modified by Norm Burkhardt on November 9, 2022**





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335
Status	
Adopted	October 12, 2015

### 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 (Form 2260.01 F13).

Chronic health conditions, for the purposes of this policy, shall include:

- A. ~~"peanut" and other~~ food allergies including, but not limited to, peanut allergies;
- B. non-food-based allergies;
- C. asthma;
- D. diabetes;
- E. and seizure.

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.

School health practices shall provide students with chronic health conditions the opportunity for:

- A. full participation in physical activities when students are well;

- B. modified activities as indicated by the student's health care action plan, 504 plan, or Individualized Education ~~Program~~**Plan** (IEP);
- C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches.

Healthcare management activities shall include:

- A. procedures to obtain, maintain, and utilize written health care action plans, signed by the child's parents and physician, for each student with a chronic health condition;
- B. a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written health care action plan on site;
- C. established communication strategies for students to use to tell an adult they may be having a health-related problem;
- D. procedures for students to have immediate access to medications in accordance with Policy 5330 and AG 5330 that allow students to self-care and self-administer inhalers, and Epi-pens, as prescribed by a medical professional and approved by parents/guardians;
- E. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
- F. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school related activity or event.

Staff will be trained about chronic health conditions and their control in each school in which there is a student with a chronic health condition.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, by a licensed health professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

**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.**

Administrative guidelines shall provide guidance for the implementation of this policy.

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R.C. 3313.719

**Last Modified by Norm Burkhardt on November 9, 2022**





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	CARE OF STUDENTS WITH DIABETES
Code	po5336
Status	
Adopted	October 12, 2015
Last Revised	October 25, 2021

#### 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;
- D. administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- E. 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.

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~~has received training provided by the Board that complies~~ 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 ~~p~~ principal of a school attended by a student with diabetes will distribute a written notice (see Form 5336 F1) 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 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.



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 (see Form 5330 F1).

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.

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**

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

**Last Modified by Norm Burkhardt on November 9, 2022**





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	DIPLOMA DEFERRAL
Code	po5460.01
Status	
Adopted	October 12, 2015

#### 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 ~~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.~~

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Last Modified by Norm Burkhardt on November 9, 2022





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	FAIR LABOR STANDARDS ACT (FLSA)
Code	po6700
Status	
Adopted	October 12, 2015
Last Revised	November 6, 2017

#### 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 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 that 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). Work week is defined as the seven (7) day period of time beginning on Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m.

The Superintendent shall determine the necessity and availability of overtime work. Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. 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 specific 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 the 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;
- B. the employee's accrued leave has been exhausted; or
- C. the employee chooses to use leave without pay.

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 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 salary, the employee should immediately report this information to the Treasurer or the employee's 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, and to all employees on an annual basis.

#### **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

Last Modified by Norm Burkhardt on November 9, 2022





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03 Legal citation change
Status	
Adopted	January 13, 2020

#### 7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS**

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 an 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 an 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 an 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.

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Legal	14 C.F.R. Part 107
	86 FR 4314

**Last Modified by Norm Burkhardt on November 9, 2022**







Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	SCHOOL CALENDAR
Code	po8210
Status	
Adopted	October 12, 2015
Last Revised	November 6, 2017

#### 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.

The Board shall determine annually or biannually the total number of hours when the schools will be in session for instructional purposes with students in attendance - including scheduled classes, supervised activities, and approved education options for the upcoming school year(s). When recommending a school calendar to the Board for its consideration and approval, the Superintendent shall analyze and address the factors identified in AG 8210.

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 ~~between the District~~ and its employees.

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

**Last Modified by Norm Burkhardt on November 9, 2022**





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	PERSONNEL FILES
Code	po8320
Status	
Adopted	October 12, 2015
Last Revised	November 6, 2017

### 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 Treasurer/CFO.

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 employee~~<sup>s/he</sup> may decline to supply the information.

The employee shall have access to ~~their~~<sup>his/her</sup> 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.



Legal

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

**Last Modified by Norm Burkhardt on November 9, 2022**



Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	STUDENT RECORDS
Code	po8330
Status	
Adopted	October 12, 2015
Last Revised	January 6, 2022

### 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 - Form 8330 F9 - 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. (See Form 8330 F14) 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.

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.



## Addendum A

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. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

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 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.

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 five (5) 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 addresses (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.

## Addendum A

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**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least five (5) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within three (3) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.



The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

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

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 parent~~s/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 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.~~

Revised 5/8/17

Revised 11/6/17

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Legal

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., 3113.33, 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

**Last Modified by Norm Burkhardt on November 8, 2022**





Book	Policy Manual
Section	Policies Recommended for the BOE (41.1 Fall 2022 Update)
Title	TRANSPORTATION
Code	po8600
Status	
Adopted	October 12, 2015
Last Revised	January 6, 2022

#### 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 through 5th grade - one (1) mile
- B. Grades 6 through 8 - two (2) miles depending on the route
- C. Transportation of high school students is optional

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. **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. The Superintendent is authorized to make any necessary changes in the approved route and shall inform the Board at the next regular meeting. 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.

## **Addendum A**

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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Legal

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.

**Last Modified by Norm Burkhardt on November 9, 2022**

