

APPOINTMENT OF THE TREASURER

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

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

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

The Board shall execute a written contract with the Treasurer. The Board may provide the Treasurer with paid vacation leave. Such vacation leave shall be specified in the Treasurer's individual employment contract. Upon the Treasurer's death, the Treasurer's separation from employment with the Board, or at any other time prior thereto, the Board may pay the Treasurer (or the Treasurer's estate in the event of death) at the Treasurer's current rate of pay for all or a portion of the Treasurer's lawfully accrued and unused vacation leave. The terms and conditions governing such payment shall be specified in the Treasurer's individual employment contract.

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

LEGAL REFS: O.R.C. §§3313.22; 3313.25; 124.39

Adopted: _____

STAFF CONDUCT

District employees are expected to conduct themselves in a professional manner at all times, especially when engaged in the activities of educating or supporting the education of the District's students. They are to follow all of the state and federal laws and regulations required of them and the policies and procedures of the Board of Education and directives and recommendations from their supervisors. Employees are to strive to keep current with not only the latest educational aspects of their positions, but with all aspects of their particular duties.

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

The Board believes that an appropriately dressed employee is a more suitable role model. Personal appearance also has direct bearing on teaching and support staff authority, confidence, and the self-esteem of students, administrators, and other staff. Therefore, the dress, grooming, and personal hygiene of each employee must be appropriate at all times and:

1. Present a professional, identifiable appearance for students, parents and the community;
2. Promote a positive work environment;
3. Foster respect and confidence;
4. Ensure safety.

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

The Board expects all staff members to:

- A. Accurately represent their qualifications.
- B. Maintain the confidentiality of information, as directed and as required by law.
- C. Refrain from using their employment duties to advance their private economic interests.

- D. Refrain from accepting anything of value offered for the purpose of influencing their professional judgment.
- E. Refrain from using their positions as employees or District property for partisan political or religious purposes.

The Board requires its professional employees to conform to the Association of American Educators' Code of Ethics, the National Education Association's Code of Ethics of the Education Profession, and the Licensure Code of Ethics for Ohio Educators. Further, professional employees must:

- A. Respect and obey the law;
- B. Adhere to the terms of their employment contract;
- C. Comply with all Board policies;
- D. Honestly account for all funds in their charge;
- E. Refrain from making false statements about co-workers.

Consistent with the educational mission of the District, staff members shall maintain a professional relationship with students at all times. Staff members shall not fraternize with students, regardless of whether such fraternization occurs on or off of District property, or during or after the school day. This prohibition includes, but is not limited to fraternization occurring in person, through phone calls, text messages, social media, or other digital correspondence. Staff members shall further avoid the appearance of an improper relationship with students.

Adopted: _____

ALCOHOL AND DRUG-FREE SCHOOLS

- A. The Board of Education believes that quality education is not possible in an environment affected by drugs. The Board will, therefore, establish and maintain an educational setting which meets the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 and any amendments thereto as they relate to employees and students.
- B. To establish and maintain an environment free of drugs, the Board, as it has in the past, prohibits the manufacture, possession, use, distribution, or dispensing of any unprescribed controlled substances, with the exception of marijuana, which is prohibited regardless of whether it is prescribed, (“unprescribed controlled substances”), as well as hemp or hemp products, as defined in R.C. 928.01, and alcohol, by any member of the Board’s staff or by any student at any time while on Board property or while involved in any District-related activity or event during which time the staff member is in charge of students or is performing a safety-sensitive duty.
- C. Employees
 - 1. Employees are prohibited from being under the influence of alcohol or unprescribed controlled substances during work hours or when they are representing the Board at meetings or in the community.
 - 2. An employee who must use prescribed drugs which could impair his/her ability to perform the job duties must report this fact to his/her supervisor along with acceptable medical documentation. A determination will then be made as to whether the employee is able to perform his/her job safely and properly.
 - 3. The Board will not employ an individual whose current use of alcohol prevents him from performing the job duties or who constitutes a direct threat to the property or safety of himself/herself or others. The Board will not employ an individual who is currently using unprescribed controlled substances.
 - 4. An employee convicted of any criminal drug violation occurring in the workplace must report such conviction to the Superintendent within five (5) days. The Superintendent shall notify those agencies required by the Drug-Free Workplace Act of 1988 of an employee’s conviction within ten (10) days of receiving notice from an employee or otherwise receiving actual notice. A conviction means a finding of guilt or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

5. The Superintendent shall take one or a combination of the following actions within thirty (30) days of receiving notice from the employee as set forth in paragraph 4 of this policy:
 - a. Appropriate personnel action against such employee, up to and including termination;
 - b. Requiring the employee to complete a drug assistance or rehabilitation program approved for such purposes by the Federal, State, or local health, law enforcement or other appropriate agency.
 6. A drug-free awareness program shall be created to inform the employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Board's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitating and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 7. Information on unprescribed controlled substance or alcohol counseling and/or rehabilitation programs is available from the Superintendent or his/her designee.
 8. Disciplinary sanctions consistent with local, State, and Federal law up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct required by this policy.
 9. Federal law requires that employees comply with the standards of conduct set forth in this policy.
 10. Employees shall be given a copy of the standards of conduct required under this policy as well as a statement of disciplinary sanctions described herein.
- D. This policy and the Board's Drug Prevention Program shall be reviewed biennially.

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

Adopted: _____

HABITUAL TRUANCY INTERVENTION STRATEGIES

The Board of Education, after consulting with the Summit County Juvenile Court, parents, guardians, or other persons having care of the students attending school in the District, and appropriate state and local agencies, has established this policy in order to provide guidance to employees in addressing and ameliorating student absences.

An “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year.

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

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

HABITUAL TRUANCY

Upon the failure of the parent, guardian, or other person having care of the child to cause the child’s attendance at school, if the child is deemed to be an habitual truant, the District is required, within ten days, to assign the student to an absence intervention team, as described in O.R.C. §3321.191(c). Further, the attendance officer shall file a complaint with the proper county juvenile court. If a complaint is filed, it shall allege that:

1. The child is unruly for being an habitual truant; and
2. The parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

Absence intervention strategies shall include all of the following actions, if applicable:

1. Providing a truancy intervention plan for any student who is excessively absent from school, as described in O.R.C. §3321.191(c);
2. Providing counseling for an habitual truant;

3. Requesting or requiring a parent or guardian, or other person having care of an habitual truant to attend parental involvement programs, including programs adopted under O.R.C. §3313.472 or 3313.633;
4. Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs;
5. Notification of the registrar of motor vehicles under O.R.C. §3321.13;
6. Taking legal action pursuant to O.R.C. §§2919.222, 3321.20, or 3321.38.

Notice of Absences

In the event that a child of compulsory school age is absent with a non-medical excuse or without legitimate excuse from the school the child is supposed to attend for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven (7) days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy, as provided in this Policy.

Absence Intervention Plan

If the absences of a student surpass the threshold for an habitual truant as set forth in this Policy, the student's principal or the Superintendent shall assign the student to an absence intervention team. Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication, as set forth below. Within seven (7) days after the development of the plan, the District shall make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

As part of the absence intervention plan, the District, in its discretion, may contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in O.R.C. §2151.27(G). If the District chooses to have students informally enrolled in an alternative to adjudication, the District shall develop a written policy regarding the use of, and selection process for, offering alternatives to adjudication to ensure fairness.

Absence Intervention Team

The Superintendent, or the Superintendent's designee, shall establish an absence intervention team for the District to be used by any schools of the District that do not establish their own absence intervention team. Membership of each absence intervention team may vary based on the needs of each individual student, but shall include a representative from the District, another representative from the District who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The principal may establish an absence intervention team or series of teams to be used in lieu of the District team established under this Policy. Membership of each absence intervention team may vary based on the needs of each individual student, but shall include a representative from the District, another representative from the District who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The Superintendent or principal shall select the members of an absence intervention team within seven (7) school days of the triggering event. The Superintendent or principal, within the same period of seven (7) school days, shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian on that team. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the representative of the District shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse, and the student's parent, guardian, custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the District shall do both of the following:

1. Investigate whether the failure to respond triggers mandatory reporting to the public children services agency for the county in which the child resides in the manner described in O.R.C. §2151.421; and
2. Instruct the absence intervention team to develop an intervention plan for the child notwithstanding the absence of the child's parent, guardian, custodian, guardian ad litem, or temporary custodian.

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the District may, in its discretion, assign one (1) school official to work with the child's parent, guardian, custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. If the District selects this method, the plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year. In the alternative, the District may toll the time

periods to accommodate for the summer months and reconvene the absence intervention process upon the first day of instruction of the next school year.

The District may consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences.

Beginning with the 2017–2018 school year, the District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

1. When a notice of extended absences is submitted to a parent, guardian, or custodian;
2. When a child of compulsory school age has been absent without legitimate excuse from the school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
3. When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
4. When an absence intervention plan has been implemented for a child under this Policy.

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

LEGAL REFS: O.R.C. §§3321.19; 3321.191; 2151.011

Adopted: _____

CODE OF STUDENT CONDUCT

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

1. AIDING & ABETTING – An involvement (active or passive) with another student or students engaged in prohibited activities.
2. ARSON/FIREARMS OR OTHER WEAPONS/FALSE ALARMS AND/OR THREATS – An act of arson or unauthorized use, possession, transfer, or disposal of firearms or other weapons, initiating without cause a fire alarm, reporting a fire, or false reporting of an impending bombing or catastrophe.
3. ATTENDANCE – Truancy or unexcused absence from class or school or excessive tardiness to class or school.
4. BUS CONDUCT – Violation of the rules of conduct on the school bus.
5. COMPUTER USAGE – Violation of the school's computer lab policy and/or the District's acceptable use policy.
6. CRIMINAL ACTIVITIES – Violations of specific provisions of federal, state, or local statutes.

7. DISHONESTY – Cheating on tests or school assignments, forging school and/or parental documents, falsifying information, plagiarism or committing fraud.
8. DISRESPECT – Rude or disrespectful behavior or failure to cooperate with other students or school personnel.
9. DISRUPTIVE BEHAVIOR – Disruption of the classroom, school, school grounds, or school activities or functions.
10. FIGHTING/ASSAULT/PHYSICAL VIOLENCE – To intentionally cause or threaten to cause physical or emotional harm to another student or behave in such a manner as to present an eminent risk of such harm. Causing or attempting to cause harm to oneself is included within.
11. FIREWORKS/DANGEROUS INSTRUMENTS OR MATERIALS – The use, threatened use, or possession of fireworks or explosives, including matches and lighters; possession/use of mace, pepper spray or laser pointers (examples).
12. GAMBLING – Playing games of chance which involve wagering.
13. HARASSMENT – Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted abusive behavior of a nonverbal, verbal, written, or physical nature. An act that injures, degrades, or disgraces or attempts to injure, degrade, or disgrace a student falls within this category. Examples of, but not inclusive, include the following: sexual harassment, bullying, intimidation, coercion, hazing, spreading rumors, name calling and menacing.
14. INAPPROPRIATE LANGUAGE/MATERIALS – The use of profane, vulgar, or other improper language, gestures, comments, or material, or the possession of any profane, vulgar, obscene, or other improper objects or material.
15. INCITING – Inciting to riot or to disrupt or attempt to disrupt the operation of the school.
16. ILLEGAL SUBSTANCES – Sale, possession, intent to sell, or intent to make a purchase, concealment, or uses of any substance containing betel nut or illegal drugs, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit controlled substances, look-a-like substances, drug paraphernalia, inhalants, consumables, near beer or alcoholic beverages or the unauthorized use and/or distribution of over-the-counter medication or prescription medication. Evidence of any use is a violation. (Ex: E-cigarettes, vapor devices, and e-liquids are prohibited.)

17. INSUBORDINATION – The failure to comply with directions of school personnel or acting in defiance of authority, including intentional interference with the performance of a teacher’s duties or failure to identify oneself to school personnel when requested. Also included within is the failure to accept discipline or punishment from appropriate school personnel.
18. LOITERING/TRESPASSING – Occupation of, or loitering on, near, or around school property or unauthorized areas without authorization.
19. REPEATED VIOLATIONS – Repeated violations of the code of behavior.
20. RULES – Violation of rules and policies of the classroom, school, and the Revere Board of Education.
21. SEXUAL CONTACT – Defined as any touching of an erogenous zone of another or public display of affection.
22. SCHOOL PERSONNEL – Harassment, vandalism, physical abuse, theft, or other disruptive or destructive behavior toward school personnel during school and non-school time regardless of the location.
23. THEFT – Confiscate, possess, or steal private or public property of the school or another individual.
24. TOBACCO – Use and/or possession of tobacco products in the school buildings, within sight of the school buildings, on school grounds, or in areas in which school sponsored activities are taking place. (Ex: E-cigarettes and vapor devices are prohibited.)
25. UNAUTHORIZED TOUCHING – Touching another person without permission or consent.
26. UNAUTHORIZED MATERIALS – Publication or distribution of unauthorized material. This includes postings throughout the school and school grounds.
27. VANDALISM – The destruction or defacing of public or private property.
28. WEAPONS – Possession, concealment, use, threat of use, or exhibition of a firearm or other weapon, or look-a-like weapon. A weapon is defined as either an item designed to inflict injury or an item designed for another purpose then converted to a weapon through its use.
29. GANG MEMBERSHIP AND/OR GANG ACTIVITY – For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a

common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.

Students found in violation of any section of this code of conduct may be immediately removed from school and recommended to the Superintendent for expulsion.

Parents of students suspended out-of-school for ANY length of time may be asked to personally return the child to school and meet with the principal/designee and/or guidance personnel before he/she is readmitted.

LEGAL REFS: O.R.C. §§3109.09, 3109.10, 3313.661

Adopted: _____

IMMUNIZATION

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days unless the student presents written evidence satisfactory to the District that the student has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, meningitis, rubeola, and rubella.

In addition, no student who begins kindergarten at an elementary school shall be permitted to remain in school for more than 14 days unless the student presents satisfactory written evidence that he/she has been immunized by a Department of Health-approved method or is in the process of being so immunized against hepatitis B and chicken pox.

Pursuant to O.R.C. §3301.60, if the student is a child of a military family who transferred from a public school district in another state (the “sending state”), the District shall permit the student to remain in school for 30 days or the time determined under rules established by the Interstate Commission on Educational Opportunity for Military Children to obtain and present written evidence that the student has been immunized or is in the process of being so immunized.

“In the process of being so immunized” means the student has been immunized against measles, mumps, meningitis, rubeola, rubella, and chicken pox and if the student has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B, the student has received at least the first dose of the immunization sequence, and presents written evidence to the student’s building principal of each subsequent dose required to obtain immunization at the intervals prescribed by the Director of Health. Any student previously admitted under the “in process of being so immunized” provision and who has not complied with the immunization intervals prescribed by the Director of Health shall be excluded from school on the 15th day of the following school year. Any student so excluded shall be readmitted upon showing evidence to the student’s building principal of progress on the Director of Health’s interval schedule.

A student who has had natural rubeola, mumps, or chicken pox and presents a signed statement from the student’s parent, guardian or physician to that effect, is not required to be immunized against rubeola, mumps, or chicken pox.

A student who presents a written statement of the student’s parent or guardian in which the parent or guardian objects to the immunization for reasons of conscience, including religious convictions, is not required to be immunized.

A student whose physician certifies in writing that such immunization against any of the diseases set forth in this policy is medically contraindicated is not required to be immunized against the disease.

The District may deny admission to a student otherwise exempted from any immunization requirement if the Director of the State Department of Health notifies the school's principal or Superintendent that an epidemic exists in the District's population. The denial or admission shall cease when the director notifies the principal or Superintendent that the epidemic no longer exists.

The Superintendent or designee shall establish methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic may be preserved.

LEGAL REFS: O.R.C. §§3301.60; 3313.67

Adopted: _____

SUSPECTED CHILD ABUSE OR NEGLECT

The Ohio General Assembly has granted legal immunity for those persons reporting suspected cases of child abuse. Such persons must immediately report any and all suspected cases of child abuse.

- A. Employees of the Board of Education who are acting in an official or professional capacity who know or have reasonable cause to suspect based on the facts that would cause a reasonable person in a similar position to suspect that a child less than eighteen (18) years of age or any developmentally disabled or physically impaired child under twenty-one (21) years of age has suffered or faces the threat of suffering a physical or mental wound, injury, disability or condition of such a nature as to reasonably indicate abuse or neglect of such child shall immediately report the knowledge or reasonable cause to suspect to the public children's services agency or a peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. Such reports shall be made forthwith by telephone or in person and shall be followed by a written report, if requested. Such report shall contain:
 - 1. The name and address of the child and his parents or person or persons having custody of such child, if known;
 - 2. The child's age and the nature and extent of the child's injuries, abuse, or neglect, that is known or reasonably suspected or believed, as applicable, to exist, including any evidence of previous injuries, abuse, or neglect;
 - 3. Any other information which might be helpful in establishing the cause of the injury, abuse, or neglect that is known or reasonably suspected or believed as applicable, to have occurred or of the threat of injury, abuse, or neglect that is known or reasonably suspected or believed, as applicable, to exist; and
 - 4. A copy of the above-listed report items shall be forwarded to the Superintendent and building principal.
- B. The building principal shall be notified immediately of any suspected child abuse or neglect. The building principal or designee will assist in the notification of proper authorities, the preparation of the written report, if required, and such other matters as may be necessary.
- C. Anyone or any hospital, institution, school, health department or agency participating in the making of such reports, or anyone participating in a judicial proceeding resulting from such report shall be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such actions.

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

In the course of conducting child abuse investigations and in the absence of a court order or subpoena directing otherwise, a District administrator shall be present for any interviews conducted by county children services officials and/or municipal or county peace officers while under the supervision of the school.

Sexual Grooming

Grooming is the process of cultivating trust with a victim and gradually introducing inappropriate behaviors until reaching the point where it is possible to perpetrate a crime, including a sex crime, against the victim. Sexual grooming erodes a victim's boundaries to physical touch and desensitizes him/her to sexual matters and sexual conduct. Grooming can also occur through telephonic and online means. Offenders may use information gained from social networking sites to build rapport, assess the potential risks in targeting a specific child, and to communicate with and progressively groom their victim.

The Board believes that grooming constitutes a threat of a physical or mental wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of the subject child. Therefore, employees of the Board who know or have reasonable cause to suspect, based on the facts that would cause a reasonable person in a similar position to suspect, that a fellow employee or another adult is engaged in the process of grooming a student must immediately report such behavior to the agency or officer responsible for children services functions in the county in which the child resides, and to the relevant building principal.

LEGAL REFS: O.R.C. §§ 2151.421; 3319.073

Adopted: _____

SERVICE ANIMALS

Students and staff members with disabilities are permitted to be accompanied by a “service animal” in District buildings in accordance with the Americans with Disabilities Act, 28 C.F.R. Part 35.

A service animal is any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the handler’s disability. The provision of emotional support by an animal does not constitute “work” or “tasks” for purposes of this definition.

The use of service animals shall be subject to the following conditions:

1. Requests for use of a service animal must be submitted in writing to the Superintendent at least 10 school days prior to the intended use of the animal, and must receive the Superintendent’s written permission. The owner must provide documentation of vaccinations verified by a licensed veterinarian, as required by law and as specified by the local health department or other authorized agency. Vaccinations must be kept current, with proof submitted on an annual basis.
2. Service animals must be spayed or neutered.
3. Service animals must be treated for, and kept free of fleas, ticks, and other insects and parasites.
4. Service animals must be kept cleaned and groomed so as to prevent shedding and dander to the maximum extent possible.
5. Service animals must wear proper identification and be controlled by a harness, leash, or other tether, unless the handler is unable, because of a disability, to use a harness, leash, or other tether; or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks. In that case, the handler must use voice control, signals, or other effective means to control the service animal.

The District’s review of a request for the use of a service animal may include consideration by a student’s individualized education program (IEP) team or Section 504 team. Also, the District may require a meeting with and/or additional information from any individual requesting the use of a service animal, including, but not limited to, documentation/consultation with the health care provider of the individual with a disability.

Removal of a Service Animal

A service animal will be removed from a District building in any of the following situations:

1. The animal is out of control, and the animal's handler does not take effective action to immediately control the animal's behavior;
2. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications;
3. The animal is not housebroken;
4. The animal's presence or behavior fundamentally interferes with the functions of the District; or
5. The animal's presence would fundamentally alter the nature of the service, program, or activity.

The owner of a service animal permitted in a District building is liable for any personal injuries or property damage caused by the service animal. Such owner must agree to indemnify, defend, and hold the Board and its employees harmless for any such damages. Further, the owner shall be required to submit a certificate of liability insurance covering the service animal and listing the Board as an additional insured as required by Ohio law. The owner must provide the District information on any change to the insurance plan while the animal is on District property.

The District shall not be responsible for the care, assistance, or supervision of a service animal.

The District's approval of the use of a service animal on District property is subject to periodic review, revision, or revocation.

LEGAL REF.: R.C. 955.43; 42 U.S.C. Chapter 126

Adopted: _____

STUDENT TRANSPORTATION MANAGEMENT

This policy has been developed in cooperation with District administrators and transportation personnel, and is designed to ensure the safety and welfare of all school bus passengers. This policy shall be posted in a central location in each school building of the District and made available to students upon request.

Maintenance of Student Control and Safety

School bus drivers are authorized to, and responsible for, the maintenance of control of students while on school buses. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion.

Drivers and bus aides must have access to appropriate information about the children on their bus to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the District's transportation office. All such information is strictly confidential.

Suspension, Expulsion, and Immediate Removal from Bus

The Superintendent or other District administrative personnel may suspend a student from school bus riding privileges for a period of time determined appropriate by the Superintendent or other District administrative personnel. Prior to imposing such suspension, the student shall receive a notice of the intended suspension, and an opportunity to appear before the Superintendent or other District personnel.

Immediate removal of a student from District transportation is authorized. A student immediately removed from transportation must be given notice as soon as practicable of a hearing, which must be held within seventy-two (72) hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be determined by the Superintendent or other District administrative personnel.

Suspension or immediate removal of preschool and special needs children may require a modification of the above procedures and shall be accomplished in accordance with the law.

Student Management and Safety Instruction

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.

4. Students must go directly to an available or assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct, or the bus conduct established by administrators and transportation personnel, and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons or as permitted for non-routine trips during which the students on the bus shall be supervised by a chaperone(s) as described in O.A.C. §3301-83-16, a school administrator, or school personnel.
9. Students must not use nicotine products on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Student must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps. Any objects that cannot be held must comply with the “Guidelines for Use and Storage of Equipment,” set forth in this policy.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus windows.

Guidelines for Use and Storage of Equipment

Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus; however, the placement of such items in the rear of the bus shall not displace students. When it is necessary to transport such equipment concurrently with students, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.

LEGAL REFS.: O.A.C. §3301-83-08; 3301-83-20

Adopted: _____

SCHOOL BUS ROUTES AND STOPS

It shall be the responsibility of the Superintendent or designee to determine the location of all school bus stops, which shall be approved annually by the Board of Education. The Superintendent or designee may designate or relocate subsequent school bus stops. Bus stops and a time schedule shall be adopted and put in force by the Board not earlier than 30 days prior to and not later than 10 days after the beginning of the school term.

School Bus Routes and Stop Locations

1. Students in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop.
2. School bus stop locations shall provide for the maximum safety of students, giving consideration to distance from residence, traffic volume, physical characteristics, visibility, and weather conditions.
3. School bus stops shall be established on the residence side of all four-lane highways and on the residence side of other roadways posing potential hazards to students as determined by school bus owners.
4. School bus stops shall be located at a distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within the sight distance. If the line of sight is less than 500 feet in either direction, a request shall be submitted to the appropriate authority to install an approved “school bus stop ahead” sign at least 500 feet in advance of the school bus stop.
5. Each student shall be assigned and required to use a specific school bus stop, except in unusual circumstances as approved by the school bus owner or designee.
6. Each student shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. Bus drivers must account for each student at the designated place of safety before leaving. Students are not to proceed to their residence until the school bus has departed.
7. School bus drivers shall use the established route and make stops only at points designated by the school vehicle owner or the Superintendent/designee.
8. The District shall have a documented routing plan in place for all established routes.
9. The school bus driver shall operate the bus on the time schedule for the established route and shall wait for students if ahead of schedule.

School Bus Stop Procedures

Bus drivers shall make school bus stops for purposes of loading or unloading students in accordance with O.R.C. §4511.75, and in accordance with the procedures described in the Ohio preservice driver training manual.

1. Student warning lights shall be activated approximately 300 feet prior to a stop whenever practical. A strobe light may be used if available and if conditions warrant.
2. The bus shall be stopped near the right side of the paved or traveled portion of the roadway.
3. The bus shall be stopped along the driveway entrance or along the curb when picking up or discharging passengers with special needs which require the use of special equipment.
4. The parking brake shall be set at all stops whenever students are loading or unloading. Operators of vehicles equipped with an approved brake interlock device are exempt from these requirements to set the parking brake.
5. The transmission shall be placed into the neutral gear for both manual and automatic transmissions.
6. The bus driver must use an approved hand signal and eye contact with students outside the bus at any stop where students are in the process of loading and unloading.

LEGAL REFS: O.A.C. §3313-83-13

Adopted: _____

PROMOTION, PLACEMENT AND RETENTION

The educational curriculum as adopted by the Board of Education is designed to enable students to progress from grade to grade.

Promotion, placement, or retention of students in kindergarten through grade eight will be based on the student's academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation. These factors will be carefully weighed by the professional staff and parents.

In grades nine through 12, promotion or retention will be determined by credits earned.

Promotion or Retention Of Third Grade Students

- A. No student shall be promoted to fourth grade who attains a score of less than the level of achievement designated by the State Board of Education (the "State Board") for the assessment to measure skill in English language arts at the end of third grade, unless one of the following applies:
1. The student is an English learner who has been enrolled in United States schools for less than two full school years and has had less than two years of instruction in an English as a second language program.
 2. The student's individualized education program ("IEP") exempts the student from retention under this division.
 3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education ("ODE").
 4. All of the following apply:
 - a. The student is a child with a disability entitled to special education and related services;
 - b. The student has taken the third grade English language arts achievement assessment;
 - c. The student's IEP or Section 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading;
 - d. The student previously was retained in any of grades kindergarten to three;

- e. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three.
- 5. a. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three.
- b. A student who is promoted under paragraph A.5.a. of this policy shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

B. Mid-Year Promotion

A student who is retained in third grade shall be eligible for mid-year promotion to the fourth grade upon demonstrating the following:

- 1. Participation in remediation services offered or approved by the District; and
- 2. Reading proficiency at or above grade level, as demonstrated by the results of a state test or a District-approved alternate assessment.

Promotion may occur as soon as a student meets the above criteria and is not limited to mid-year promotions only.

Children of Military Families

Pursuant to O.R.C. §3301.60, children of military families who transfer from a public school district in another state (the “sending state”) shall be enrolled in the grade level commensurate with their grade level in the prior district regardless of age. The District shall honor placement of such a student in an educational program (for example, gifted education program, English as a Second Language (ESL) program, vocational education program) based on educational assessments conducted at the student’s prior district or the student’s participation and placement in like programs at the prior district. The District may perform its own evaluations to ensure the appropriate placement for such students.

Truancy

Any student who is truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade shall not be promoted to the next grade level unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

As used in this policy, "academically prepared" means that the principal, in conjunction with the appropriate teacher(s), has reviewed the student's work and records and has concluded that, in the principal's judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

The final decision of promotion, placement, or retention will rest with the Superintendent. The Superintendent or designee shall report information to ODE in the prescribed manner.

LEGAL REFS.: O.R.C. §§3301.60; 3301.0710; 3313.608; 3313.609
O.A.C. §3301-35-04

Adopted: _____

SPECIAL ACCOMMODATIONS FOR STUDENT ASSESSMENTS

For purposes of this policy, a “student with a disability” refers either to a student receiving special education services under O.R.C. Chapter 3323 in accordance with an individualized education program (“IEP”), or to a student who has been identified as having a disability based on an evaluation conducted in accordance with Section 504 of the Rehabilitation Act.

All students, including students with disabilities, must participate in required statewide assessments at designated grades or participate in an alternative assessment. For any student who takes an assessment, the student’s IEP shall include, or the Section 504 plan shall document in writing, what specific accommodation(s), if any, shall be provided when the student takes the assessment. The IEP shall specify the manner in which the student will participate in the statewide assessments, or it may excuse the student from taking the statewide assessment if it instead specifies an alternate assessment.

Procedure

The determination of how an individual student with a disability will participate in state and District assessment programs will be made, at least annually, by the student’s IEP or Section 504 team using the following procedures:

- A. The student’s present level of educational performance will be reviewed.
- B. During the meeting, a statement regarding participation will be identified on the IEP or Section 504 plan as part of the statement regarding the extent to which the child will be able to participate in the regular education program.
- C. If a student with a disability does not take the required statewide assessments, the student’s need for an alternate assessment(s) will be documented, prior to administration, on the IEP, and any alternate assessment(s) will be conducted and the results shall be reported to the Ohio Department of Education (“ODE”).
- D. If it is determined that the student will participate in the assessment program, any appropriate modifications in the format and/or administration procedures shall be made to accommodate the needs of individual students with disabilities and documented on the IEP or Section 504 plan.

Required statewide assessment pass rates used to determine District performance will include the results of students who take assessments with or without accommodations.

A student with a Section 504 plan shall be permitted reasonable accommodations as specified within his/her individual plan.

Accommodations

Any student with a disability who is required to take a prescribed statewide assessment may be provided any specific accommodation(s), as documented in his/her IEP or Section 504 plan, that meets all of the following criteria:

- A. The accommodation is specified in the student's IEP and is provided for classroom and Districtwide assessments;
- B. The accommodation does not change the content or structure of the assessment;
- C. The accommodation does not change what type of knowledge or skill an assessment is intended to measure; and
- D. The accommodation does not change or enhance the student's response as to what type of knowledge or skill is intended to be assessed, but it facilitates how the response is provided or accessed.

Alternate Assessment

The opportunity to participate in alternate assessment should be available only to a small percentage of students with disabilities. The determination of whether a student should participate in alternate assessment will be made by the student's IEP or Section 504 team according to the criteria established by the State Board of Education ("State Board").

Alternate assessment is appropriate only for students who have the most severe disabilities and require the highest level of individualized instruction, such as students with severe limitations to cognitive functioning as documented by the student's evaluation team report. Generally, participation in alternate assessment will not be appropriate for students engaged and making progress in the general curriculum. Participation in alternate assessment should never be based on the student's disability, condition, achievement level, school attendance, or social/cultural factors.

The IEP or Section 504 team should document the student's test taking status in the appropriate sections of the IEP or the Section 504 plan, and pertinent status codes should be recorded through the Education Management Information system.

English Learner (EL) Students

For purposes of this policy, a student shall be identified as an English learner ("EL") if the student meets the following criteria:

- A. The student is aged three through 21 and is enrolled or preparing to enroll in an elementary or secondary school;

- B. The student's primary language is not English, whether born in the U.S. or another country;
- C. Within the school year, the student has been identified as being an individual whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual one of the following:
 - (1) The ability to meet the proficient level of achievement on statewide achievement tests;
 - (2) The ability to achieve successfully in classrooms where the language of instruction is English; or
 - (3) The opportunity to participate fully in society.

Students must be classified as EL until they are exited from the EL program according to state criteria. Each EL student shall be assessed annually with Ohio's approved English language proficiency assessment.

EL students must participate in statewide assessments. EL students who have been enrolled in U.S. schools for no more than 180 school days and have not been previously exempted shall be exempt for one year from taking any required statewide reading, writing, or English language arts assessment, other than Ohio's approved English language proficiency assessment.

EL students who meet the criterion for exemption from the reading and writing assessments on state achievement tests are required to participate in all other state assessments and must meet the other performance standards required of all students. All reporting related to statewide testing of EL students shall be in accordance with state law and State Board rules.

For purposes of statewide testing, EL students may receive accommodations as approved by the ODE.

LEGAL REFS.: O.R.C. §3301.0711
O.A.C. 3301-35-04; 3301-13-03

Adopted: _____

ACADEMIC PREVENTION/INTERVENTION SERVICES
("INTERVENTION ASSISTANCE TEAM")

The Board of Education authorizes and directs the Superintendent to conduct academic prevention/intervention services through the use of an Intervention Assistance Team for all grades and all schools throughout the District. Such prevention/intervention services shall include, but are not limited to, all of the following:

- A. Use of diagnostic assessments to measure student progress toward the attainment of academic standards and to identify students who may not attain academic standards;
- B. Classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments;
- C. The regular collection of student performance data;
- D. Use of student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services;
- E. Required prevention/intervention services set forth in O.R.C. §§3301.0711; 3301.0715; and 3313.608.

Prevention/intervention services shall be provided in pertinent subject areas to students who score below the proficient level on a reading, writing, mathematics, or science proficiency or achievement test or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

Intervention services shall also be provided to students whose diagnostic assessments show that they are failing to make satisfactory progress toward attaining the academic standards for their grade level.

The Superintendent or designee shall submit results of diagnostic assessments to the Ohio Department of Education in the prescribed manner. This policy shall be updated annually.

Students at Risk of Not Qualifying for a High School Diploma

Criteria for Identifying At-Risk Students

The District shall develop criteria for identifying students at risk of not qualifying for a high school diploma, which shall include a student's lack of adequate progress in meeting the terms of a graduation plan. The criteria also may include other factors, such as if a student has issues regarding excessive absences or misconduct.

Procedures for Identifying At-Risk Students

The District shall develop procedures for identifying at-risk students. The procedures shall include a method for determining if a student is not making adequate progress in meeting the terms of a graduation plan. The procedures shall allow for a student to be identified as at risk in each of grades nine through twelve. The procedures also may include the identification of students in other grades. A student's lack of progress in meeting the terms of a graduation plan shall be a criterion for identifying at-risk students.

Notification Process

The District shall develop a notification process in which the District shall notify an at-risk student's parent, guardian, or custodian in each year in which the student has been identified as at risk. The notification process shall at least include providing a written notification to the at-risk student's parent, guardian, or custodian, which shall include all of the following:

1. A statement that the student is at risk of not qualifying for a high school diploma;
2. A description of the District's curriculum requirements, or the student's individualized education program, and, as appropriate, the graduation conditions prescribed under section O.R.C. §3313.618 or §3313.619;
3. A description of any additional instructional or support services available to the at-risk student through the District.

Further Assistance

The District shall further assist at-risk students with additional instructional or support services to help the students qualify for a high school diploma. The instructional and support services may include any of the following:

1. Mentoring programs;
2. Tutoring programs;
3. High school credit through demonstrations of subject area competency under O.R.C. §3313.603(J);
4. Adjusted curriculum options;
5. Career-technical programs;
6. Mental health services;
7. Physical health care services;

8. Family engagement and support services.

Graduation Plan

The District shall develop a graduation plan for each student enrolled in grades nine through twelve in the District. The graduation plan shall address the student's academic pathway to meet the curriculum requirements specified by the District and satisfy the graduation conditions, as appropriate, under O.R.C. §3313.618 or §3313.61. The graduation plan shall be developed jointly by the student and a representative of the District and shall be updated each school year in which the student is enrolled, until the student qualifies for a high school diploma. The District shall invite a student's parent, guardian, or custodian to assist in developing and updating the graduation plan. A graduation plan developed pursuant to this policy shall supplement the District's policy on career advising.

The individualized education program developed for a student pursuant to O.R.C. §3323.08 may be used in lieu of developing a graduation plan if the individualized education program contains academic goals substantively similar to a graduation plan.

LEGAL REFS.: O.R.C. §§3313.6012; 3301.0711; 3301.0715; 3313.608; 3313.617

Adopted: _____

EXTRACURRICULAR ACTIVITIES

The Board of Education believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

- A. Require all student participation to be on a voluntary basis;
- B. Require that student activity funds should be used for purposes which benefit the student body of the school;
- C. Require that the management of student activity funds be the direct responsibility of the advisor in conjunction with the Treasurer's office and the building principal; and
- D. Permit the formation of student clubs, and other student groups organized to promote or pursue specialized athletic, social service, social activities, arts, and government.

District-Sponsored Activities

The Superintendent shall ensure that the planning, conduct, and evaluation of all extracurricular activities are in compliance with equal opportunity law and Board policies. Students are to be informed of all extracurricular activities and the requirements for participation.

Professional staff members may be employed as advisors by means of a supplemental contract based on the recommendation of the Superintendent and subject to the approval of the Board.

District-Sanctioned Activities

In addition to extracurricular activities it sponsors, the Board may, from time to time, choose to permit certain activities which are not part of the regular extracurricular program of the District but which can benefit those students who wish to participate. Although permitting an activity, the Board:

- A. Will not assume any responsibility for its planning, conduct, or evaluation;
- B. Will not provide other resources;

The Board may make facilities available in accordance with its policy governing the use of school facilities.

No organization may use the name of the District or any other name which would associate the activity with the District without the consent of the Board. Requests for such consent must be submitted to the Superintendent and receive his/her recommendation prior to consideration by the Board.

Loss of Instructional Time

Approved student activities that require the loss of instructional time shall be kept to a minimum. District personnel shall not schedule activities at times that interfere with classroom instruction unless it is reasonably necessary. The Superintendent or designee may approve such activities if in his/her judgment:

- A. The benefits of the activity cannot be obtained within the scheduled instructional program.
- B. The activity contributes to the development of important skills or interests of the students involved.
- C. The total length of time does not impair the curricular achievement of the students involved.
- D. The students are given the opportunity and the responsibility for making up work.
- E. The experiences cannot be obtained outside of regular school hours.

The Superintendent or designee shall review and may approve requests for student participation in activities scheduled during the school day by organizations and agencies other than those of the Board. Consideration shall be given to the activity as it relates to the learning experiences of students.

Pursuant to O.R.C. §3301.60, the District shall facilitate the opportunity for students who are children of military families who have transferred from another state (the “sending state”) to be included in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

“Extracurricular Activity” Defined

Pursuant to O.R.C. §3313.537, an “extracurricular activity” is a student activity program that the District operates which is not included as a graded course of study, including an interscholastic extracurricular activity that the District sponsors or participates in and that has participants from more than one school or school district.

Participation of Chartered or Nonchartered Nonpublic School Students

If a student who is enrolled in a chartered or nonchartered nonpublic school, is enrolled in a community school established under Chapter 3314 of the Ohio Revised Code, or is enrolled in a science, technology, engineering, and mathematics (“STEM”) school established under Chapter 3326 of the Ohio Revised Code, would otherwise be entitled to attend school in the District pursuant to O.R.C. §§3313.64 or 3313.65, the Superintendent shall afford such student the opportunity to participate in those extracurricular activities that the student’s chartered or nonchartered nonpublic school does not offer. The opportunity to participate shall be offered at the District school to which the student would otherwise be assigned by the Superintendent under O.R.C. §3319.01 during the school year.

The Superintendent may afford any student enrolled in a chartered or nonchartered nonpublic school, a community school, or a STEM school, who is not entitled to attend school in the District under O.R.C. §§3313.64 or 3313.65, the opportunity to participate in an extracurricular activity offered by the District, if the nonpublic school in which the student is enrolled does not offer the extracurricular activity and either of the following apply:

- (1) The extracurricular activity is not interscholastic athletics or interscholastic contests or competition in music, drama, or forensics.
- (2) The extracurricular activity is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics. In order to participate, the student shall seek to participate at either the school district in which the student’s nonpublic school is located or the school district in which the student is entitled to attend school under O.R.C. §3313.64 or §3313.65, so long as the chosen district offers the extracurricular activity.

If the student seeks to participate at the school district in which the student’s nonpublic school is located, both of the following shall apply.

- (a) The superintendent of the school district in which the student is entitled to attend school must certify that the student has not participated in any extracurricular activity that is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics at that school district during that school year. If the student has participated in

such an extracurricular activity at that school district during the school year, the student shall be ineligible to participate in the extracurricular activity at the school district in which the student's nonpublic school is located for that school year.

- (b) The superintendent of the school district in which the student is entitled to attend school and the superintendent of the school district in which the student is seeking to participate must mutually agree, in writing, to allow the student to participate in the extracurricular activity at the school district in which the student's nonpublic school is located.

Chartered or nonchartered nonpublic school students, community school students, and STEM school students afforded the opportunity to participate in any of the District's extracurricular activities must be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the extracurricular activity. Such students must fulfill the same academic, nonacademic, and financial requirements as any other participant in the District's extracurricular activities.

No student who is enrolled in the District shall be denied the opportunity to participate in interscholastic athletics offered solely because the student is participating or has participated in the college credit plus program under Chapter 3365 of the Ohio Revised Code, so long as the student fulfills all other academic, nonacademic, and financial requirements that are not related to participation in the program.

Additionally, no student who is enrolled in a community school, STEM school, or nonpublic school or who is receiving home instruction shall be denied the opportunity to participate in interscholastic athletics at the District school in which the student is entitled to attend school under O.R.C. §3313.64 or §3313.65 solely because of participation in the college credit plus program, so long as the student meets the applicable requirements under O.R.C. §3313.537, §3313.5311, or §3313.5312 and fulfills all other academic, nonacademic, and financial requirements that are not related to participation in the program.

Foreign Student Participation in Interscholastic Athletics

Any student from a country or province outside the United States, who attends school in the District, shall be permitted to participate in interscholastic athletics at that school on the same basis as students who are residents of Ohio, so long as the student holds an F-1 visa issued by the U.S. Department of State. Such a student shall not be denied the opportunity to participate in interscholastic athletics solely because the student's parents do not reside in this state

Transfer Students

The same rules for participation in interscholastic athletics shall apply to students transferring into the District, regardless of the whether the student is transferring from a public or non-public school.

LEGAL REFS.: O.R.C. §§3301.60; 3313.53; 3313.5311; 3313.5314; 3313.5316; 3313.537

Adopted: _____

**EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY
INSURANCE POLICY**

The Board shall use an employee dishonesty and faithful performance of duty insurance policy, rather than a surety bond, to cover losses caused by the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law for, officers, employees, or appointees that would otherwise be required to give an individual surety bond to qualify for the office or employment before entering upon the discharge of duties imposed by the office or employment. Said insurance policy shall apply to the officer, employee, or appointee before the beginning of the individual's term of office or employment and the officer, employee, or appointee shall not commence the discharge of duties until coverage is documented with the Board.

The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty insurance policy shall be equal to or greater than \$100,000.00.

LEGAL REFS.: O.R.C. §3.061, 3313.25

Adopted: _____

CONCUSSIONS AND SCHOOL ATHLETICS

A student is not permitted to practice for or compete in interscholastic athletics until the student has submitted to his/her building principal, a form signed by the parent, guardian, or other person having care or charge of the student stating that the student and the parent, guardian, or other person having care or charge of the student have received the concussion and head injury information sheet, issued by the Board under O.R.C. §3707.52, a copy of which is attached to this Board policy. A completed form shall be submitted each school year (July 1 of the calendar year through June 30 of the succeeding calendar year), for each sport or other category of interscholastic athletics for or in which the student practices or competes.

An individual may only coach interscholastic athletics if he/she holds a pupil-activity program permit issued under O.R.C. §3319.303 for coaching interscholastic athletics.

An individual may not referee interscholastic athletics unless the individual holds a pupil-activity program permit issued under O.R.C. §3319.303 for coaching interscholastic athletics or presents evidence that the individual has successfully completed, within the previous three (3) years, a training program in recognizing the symptoms of concussions and head injuries or a training program authorized and required by an organization that regulates interscholastic athletic competition and conducts interscholastic athletic events.

If a student practicing for or competing in an interscholastic athletic event exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury while participating in the practice or competition, the student shall be removed from the practice or competition by either of the following:

1. The individual who is serving as the student's coach during that practice or competition;
2. An individual who is serving as a referee during that practice or competition.

If a student is removed from practice or competition because he/she exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury, the coach or referee who removed the student shall not allow the student, on the same day the student is removed, to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible. Thereafter, the coach or referee shall not allow the student to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible until both of the following conditions are satisfied:

1. The student's condition is assessed by (1) a physician; or (2) a licensed health care professional authorized by the school to assess a student for concussion and head injuries, provided that any physicians or licensed health care professionals who conduct assessments or clearances under this Board policy must meet the minimum education requirements established by their respective licensing agencies.
2. The student receives written clearance that it is safe for the student to return to practice or competition from the physician or licensed health care professional who assessed the student's condition.

The Board may authorize a licensed health care professional to make a concussion or head injury assessment or grant a clearance for purposes of this Board policy only if the professional is acting in accordance with one of the following, as applicable to the professional's authority to practice in Ohio:

1. In consultation with a physician;
2. Pursuant to the referral of a physician;
3. In collaboration with a physician;
4. Under the supervision of a physician.

A physician or licensed health care professional who makes a concussion or head injury assessment or grants a clearance may be a volunteer.

The school or any officer, director, employee, or volunteer of the school, including a coach or referee, is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing services or performing duties under this section, unless the act or omission constitutes willful or wanton misconduct.

LEGAL REFS: O.R.C. §§3313.539

Adopted: _____

Ohio Department of Health Concussion Information Sheet

For Interscholastic Athletics

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe, and athletes can get a concussion even if they are wearing a helmet.

Signs and Symptoms of a Concussion

Athletes do not have to be "knocked out" to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child's health at risk!

Signs Observed by Parents of Guardians

- ◆ *Appears dazed or stunned.*
- ◆ *Is confused about assignment or position.*
- ◆ *Forgets plays.*
- ◆ *Is unsure of game, score or opponent.*
- ◆ *Moves clumsily.*
- ◆ *Answers questions slowly.*
- ◆ *Loses consciousness (even briefly).*
- ◆ *Shows behavior or personality changes (irritability, sadness, nervousness, feeling more emotional).*
- ◆ *Can't recall events before or after hit or fall.*

Symptoms Reported by Athlete

- ◆ *Any headache or "pressure" in head. (How badly it hurts does not matter.)*
- ◆ *Nausea or vomiting.*
- ◆ *Balance problems or dizziness.*
- ◆ *Double or blurry vision.*
- ◆ *Sensitivity to light and/or noise*
- ◆ *Feeling sluggish, hazy, foggy or groggy.*
- ◆ *Concentration or memory problems.*
- ◆ *Confusion.*
- ◆ *Does not "feel right."*
- ◆ *Trouble falling asleep.*
- ◆ *Sleeping more or less than usual.*

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss one game than the entire season... or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention is an important first step if you suspect or are told your child has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities.

- ◆ *No athlete should return to activity on the same day he/she gets a concussion.*
- ◆ *Athletes should NEVER return to practices/games if they still have ANY symptoms.*
- ◆ *Parents and coaches should never pressure any athlete to return to play.*

The Dangers of Returning Too Soon

Returning to play too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover.

During the recovery time after a concussion, physical and mental rest are required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.



www.healthyohioprogram.org/concussion

What is a Concussion?

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help or supports can be removed gradually.

Resources

ODH Violence and Injury Prevention Program
www.healthyohioprogram.org/vipp/injury.aspx

Centers for Disease Control and Prevention
www.cdc.gov/Concussion

National Federation of State High School Associations
www.nfhs.org

Brain Injury Association of America
www.biausa.org/

Returning to Play

1. Returning to play is specific for each person, depending on the sport. Ohio law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER return to play if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.
5. A sample activity progression is listed below. Generally, each step should take no less than 24 hours so that your child's full recovery would take about one week once they have no symptoms at rest and with moderate exercise.*

Sample Activity Progression*

Step 1: Low levels of non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes).

Step 2: Moderate, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: moderate jogging, brief sprint running, moderate stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes).

Step 3: Heavy, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sports specific drills, agility training and jumping drills for 45-60 minutes).

Step 4: Full contact in controlled practice or scrimmage.

Step 5: Full contact in game play.

*If any symptoms occur, the athlete should drop back to the previous step and try to progress again after a 24 hour rest period.



Ohio Department of Health
Violence and Injury Prevention Program
246 North High Street, 8th Floor
Columbus, OH 43215
(614) 466-2144

www.healthyohioprogram.org/concussion

Ohio Department of Health Concussion Information Sheet

For Interscholastic Athletics

I have read the Ohio Department of Health's Concussion Information Sheet and understand that I have a responsibility to report my/my child's symptoms to coaches, administrators and health care provider.

I also understand that I/my child must have no symptoms before return to play can occur.

Athlete

Date



Rev. 01.13

Athlete

Please print name

Parent/Guardian

Date

Signature

Parent/Guardian

Please print name

SCHOOL CALENDAR

The District's schools shall be open for instruction with pupils in attendance, including scheduled classes, supervised activities, and approved education options, but excluding lunch and breakfast periods and extracurricular activities, for not less than the number of hours required by O.R.C. §3313.48.

In accordance with Ohio law and the procedures set forth in applicable collective bargaining agreements, the Superintendent shall recommend a school calendar for adoption by the Board of Education. Not later than 30 days prior to the adoption of such school calendar, the Board of Education 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.

No school operated by the District shall reduce the number of hours in each school year that it is scheduled to be open for instruction from the number of hours per year the school was open for instruction during the previous school year unless the reduction is approved by a resolution adopted by Board. Any reduction so approved shall not result in fewer hours of instruction per school year than the applicable number of hours required under O.R.C. §3313.48.

Impact on Joint Vocational School Districts

Prior to making any change in the hours or days in which the District's high school is open for instruction, the Board shall consider the compatibility of the proposed change with the scheduling needs of any joint vocational school district in which any of the high school's students are also enrolled. The Board shall consider the impact of the proposed change on student access to the instructional programs offered by the joint vocational school district, incentives for students to participate in career-technical education, transportation, and the timing of graduation. The Board shall also provide the joint vocational school district board with advance notice of the proposed change and shall enter into a written agreement prescribing reasonable accommodations to meet the scheduling needs of the joint vocational school district prior to implementation of the change.

Impact on Community Schools

Prior to making any change in the hours or days in which a District school is open for instruction, the Board shall consider the compatibility of the proposed change with the scheduling needs of any community school to which the District is required to transport students. The Board shall consider the impact of the proposed change on student access to the instructional programs offered by the community school, transportation, and the timing of graduation. The Board shall provide the sponsor, governing authority, and operator of the community school with advance notice of the proposed change, and the Board and the governing authority, or operator if

such authority is delegated to the operator, shall enter into a written agreement prescribing reasonable accommodations to meet the scheduling needs of the community school prior to implementation of the change.

Impact on Chartered Nonpublic Schools

Prior to making any change in the hours or days in which the District's schools are open for instruction, the Board shall consult with the chartered nonpublic schools to which the District is required to transport students and shall consider the effect of the proposed change on the schedule for transportation of those students to their nonpublic schools.

LEGAL REFS: O.R.C. §§3313.48

Adopted: _____

New Document

MEMORANDUM OF UNDERSTANDING
(Command Post – Emergency Operations Center)

This Memorandum of Understanding ("MOU") is entered into on this 17th day of DEC, 2019 by and between the Revere Local School District Board of Education ("Board") and the Village of Richfield ("Richfield") (collectively the "Parties") for the use of facilities in the event of a disaster or emergency.

WHEREAS, the Parties have expressed a mutual interest in an agreement to facilitate and encourage the identification and use of facilities located within and around the Village of Richfield for the purpose of providing locations in order that, in the event of a disaster or School Shooter emergency, such locations shall be known and may be used for purposes of command posts, a media area, a police staging area, a death and notification center, and a re-unification center; and

WHEREAS, Richfield may need assistance from community partners and the use of non-Richfield facilities during a disaster or emergency; and

WHEREAS, the Board has expressed interest in opening the Board's office located at 3496 Everett Road, Richfield, Ohio 44286 for use by Richfield in the event of a disaster or emergency as the emergency operations center command post.

NOW, THEREFORE, the Parties agree to the following terms and conditions:

1. **Facility Space.** The Board accepts the designation of its office located at 3496 Everett Road, Richfield, Ohio 44286 as the emergency operations center command post in the event of disaster or emergency.
2. **Use of Facility.** The Board agrees to permit the use of its office located at the above address as the incident command center. In the event of a disaster or emergency, a request to open the Board's office as the emergency operations center command post will be made as soon as possible by Richfield. Designation and use of the Board's office will be mutually agreed upon by all parties to this MOU.
3. **Modification or Suspension of Normal Activities.** The Board agrees to alter or suspend normal operations in support of the emergency operations center command post operations, as needed.
4. **Use of Facility Resources.** The Board agrees to authorize the use of facility equipment such as communications equipment, computers, internet service, copying equipment, fax machines, etc.
5. **Standard of Care.** Richfield and its employees and representatives, will exercise reasonable care in conducting of activities in the Board's office.

6 **Insurance.** Each party shall maintain workers' compensation and liability insurance coverage to the extent, and amounts, required under Ohio law.

7. **Costs.** All reasonable and eligible costs associated with the disaster or emergency and the operation of the emergency operations center command post that include modifications or damages to the facility structure, equipment and associated systems directly related to their use in support of the emergency operations center command post will be submitted for consideration and reimbursement through established disaster assistance programs.

8. **Liaisons.** The Parties will designate and identify personnel or other contacts to coordinate their respective obligations under this MOU. The name, address, telephone number, and other contact information for each respective liaison will be distributed to the other parties. Richfield shall communicate the status of the disaster or emergency situation daily to the Board liaison.

9. **Term.** This MOU shall be in effect as of the date executed below and shall continue in full force and effect until otherwise modified. Any party may terminate this MOU by providing thirty (30) days written notice of such termination to the other party.

10. **Amendments.** This agreement may be amended at any time in writing subject to signature approval of the Parties' signatories or their respective designees.

Authorized this 17TH day of DEC, 2019:

VILLAGE OF RICHFIELD

**REVERE LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

Name Date

Name Date

Title

Title