Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Home Schooling
Code	IGCF-R
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

RESCIND

~~Home Schooling~~

1. ~~The Superintendent requires the parent(s) to provide all information listed in the Ohio Administrative Code (OAC).~~

2. ~~If the Superintendent approves the home schooling request, he/she shall do so in writing and maintain a file in his/her office containing a copy of the information supplied by the parent(s), a copy of the excuse for home schooling granted by the Superintendent, papers showing how the qualification of the person instructing the child was determined and all other documents relating to the child's home schooling program.~~

3. ~~If the Superintendent refuses a parental request for home schooling, he/she notifies the parent(s) of the right to a due process hearing before the Superintendent, and of the right to appeal the Superintendent's decision at the due process hearing to the juvenile court of the county in which the District is located.~~

4. ~~Academic assessment and remediation of home-schooled children should be performed in accordance with the OAC.~~

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Emergency Closings
Code	EBCD-R
Status	Draft
Adopted	June 22, 2020

Emergency Closings

~~In accordance with State law, the District may choose to make up missed days via online lessons. A plan for online lessons must be adopted by the Board prior to August 1 of each year. The plan must include:~~

1. ~~the number of days the District plans to make up via online lessons (maximum of three);~~
2. ~~a statement requiring each classroom teacher to develop enough lesson plans to cover the number of makeup days specified in the plan;~~
3. ~~a statement requiring the District to make the lessons available to students on the District's website as soon as practicable after school closure;~~
4. ~~a statement granting students a two-week period from the date of posting to complete the lesson;~~
5. ~~a statement specifying that teachers will grade the online lessons in the same manner as other lessons and that students may receive an incomplete or failing grade if the lesson is not completed on time;~~
6. ~~a statement allowing students to work on posted lessons at school after it reopens if the student does not have access to a computer at his/her residence. The District may provide the student access to a computer before, during or after the regularly scheduled school day, or may provide a substantially similar paper lesson. Students without access to a computer at home are granted two weeks from the date of reopening, rather than the date of posting, to complete the lesson and~~
7. ~~a statement indicating whether the District will utilize blizzard bags in addition to posting classroom lessons online. Blizzard bags are paper copies of the online lessons. If the District uses blizzard bags, teachers must also prepare paper copies of the online lessons, and the Board's plan must specify the method of distributing the blizzard bags, which may include distribution by a set deadline or distribution prior to an anticipated school closure.~~

~~The District must also secure written consent of the teachers' union.~~

In accordance with State law, the Board annually adopts a plan by August 1 of each year designed to ensure continuity of learning for students during a school closure due to disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to school's operation, damage to a school building or other temporary circumstances due to utility failures rendering the school building unfit for school use. The plan must provide for making up any number of hours, up to a maximum of the number of hours that are the equivalent of three school days.

The District must also secure written consent of the teacher's union.

The plan includes all of the following:

1. **a statement that the school, to the extent possible, will provide for teacher-directed synchronous learning in which the teacher and students are interacting in real time on a virtual learning platform during the closure;**

2. **the school’s attendance requirements, including how the school will document participation in learning opportunities and how the school will reach out to students to ensure engagement during the closure;**
3. **a description of how equitable access to quality instruction will be ensured, including how the school will address the needs of students with disabilities, English learners and other vulnerable student populations;**
4. **the process the school will use to notify staff, students and parents that the school will be using online instruction;**
5. **information on contacting teachers by telephone, email, or virtual learning platform during the closure and**
6. **description of how the school will meet the needs of staff and students regarding internet connectivity and technology for online delivery of instruction.**

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Cocurricular and Extracurricular Activities
Code	IGD
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	03/10/2008, 07/18/2008, 10/12/2009, 03/13/2017, 12/11/2017, 10/08/2018

Cocurricular and Extracurricular Activities

The purpose of education is to develop the whole person of the student. For this reason an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;

2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and

3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.

2. Each school, under the direction of the principal and certified staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.

3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.

4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.

5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent reports annually to the Board the general purposes, plans and financial status of the cocurricular and extracurricular programs of the District.

6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.

7. Activities must be open to all students, regardless of race, color, national origin, ancestry, citizenship status, religion, sex ~~(including gender identity and expression and sexual orientation)~~, economic status, age, disability or military status.

8. Activities must not place undue burdens upon students, teachers or schools.

9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.

10. Activities at any level should be unique, not duplications of others already in operation.

11. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.

12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the student code of conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.

13. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program that involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and State law.

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

15. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.

16. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

17. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

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

19. Resident students receiving home ~~schooling~~ education in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same ~~academic,~~ nonacademic and financial requirements as any other participant.

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

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school the student is enrolled in does not offer;

2. the student is not participating in the activity in the student's district of residence;

3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and

4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

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

CROSS REFS.: Student Handbooks

Legal

ORC 3313.537
ORC 3313.5311
ORC 3313.5312
ORC 3313.5314
ORC 3313.58
ORC 3313.59
ORC 3313.664
ORC 3315.062
ORC 3319.16
ORC 3321.04
ORC Chapter 4112
OAC 3301-27-01
OAC 3301-35-06

Cross References

AFI - Evaluation of Educational Resources
DJ - Purchasing
IGCH (Also LEC) - College Credit Plus
IGDB - Student Publications
IGDC - Student Social Events
IGDF - Student Fundraising Activities
IGDG - Student Activities Funds Management
IGDJ - Interscholastic Athletics
IGDK - Interscholastic Extracurricular Eligibility
JECBC - Admission of Students From From Non-Chartered or Home Schooling
JED - Student Absences and Excuses
JFCJ - Weapons in the Schools
JGD - Student Suspension
JGDA - Emergency Removal of Student
JGE - Student Expulsion
JL - Student Gifts and Solicitations

JN - Student Fees, Fines and Charges

KGB - Public Conduct on District Property

KK - Visitors to the Schools

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Athletics
Code	IGDJ
Status	Draft
Adopted	June 11, 2007
Last Revised	October 24, 2022
Prior Revised Dates	03/10/2008, 03/13/2017, 12/11/2017, 10/08/2018, 06/22/2020

Interscholastic Athletics

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and a positive mental attitude as prerequisites to participation.

The Superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic athletic programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in interscholastic athletics.

Coaches are required to complete all approved course work as specified by State law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education in order to qualify to serve as coaches.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by and State law must be followed. Programs regulated by OHSAA must also comply with all eligibility requirements established by the Association. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

A student must have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infractions of school rules and regulations or for any other unacceptable conduct in or out of school.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

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

Resident students receiving home ~~schooling~~ education in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same ~~academic,~~ nonacademic and financial requirements as any other participant.

A student receiving home education in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district the student is entitled to attend does not offer.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school in which the student is enrolled does not offer;

2. the student is not participating in the activity in the student's district of residence;

3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and

4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

CROSS REFS.: Student Handbooks

Legal

ORC 2305.23

ORC 2305.231

ORC 3313.537

ORC 3313.5310

ORC 3313.5311

ORC 3313.5312

ORC 3313.5314

ORC 3313.539

ORC 3313.66

ORC 3313.661

ORC 3313.664

ORC 3315.062

ORC 3319.303

ORC 3321.04

ORC 3707.52

OAC Chapter 3301-27

Cross References

IGCH (Also LEC) - College Credit Plus

IGD - Cocurricular and Extracurricular Activities

IGDK - Interscholastic Extracurricular Eligibility

IKF - Graduation Requirements

JECBA - Admission of Exchange Students

JECBC - Admission of Students From From Non-Chartered or Home Schooling

JGD - Student Suspension

JGE - Student Expulsion

JN - Student Fees, Fines and Charges

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Extracurricular Eligibility
Code	IGDK
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	12/13/2010

Interscholastic Extracurricular Eligibility

The Board recognizes the value of interscholastic extracurricular activities for students in grades 7-12 as an integral part of the total school experience. Since participation in interscholastic extracurricular activities is a privilege and not a right, students are expected to demonstrate competence in the classroom as a condition of participation.

Interscholastic extracurricular activities are defined as school-sponsored student activities involving more than one school or school district.

The Board permits students in grades 9-12 to participate in interscholastic extracurricular activities if they receive a failing grade in the previous grading period.

As a condition for the privilege of participating in interscholastic extracurricular activities, a student must have attained a minimum grade-point average of 1.25 on a 4.0 grading scale.

In addition, students participating in any program regulated by the Ohio High School Athletic Association must also comply with all eligibility requirements established by the Association. In order to be eligible, a high school student must have passed a minimum of five one-credit courses or the equivalent, that count toward graduation, in the immediately preceding grading period. The five courses may be a combination of high school and college courses.

A student enrolled in the first grading period of the ninth grade after advancement from the eighth grade must have passed a minimum of five of all subjects carried the immediately preceding grading period in which the student was enrolled in the eighth grade.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, the student in grade seven or eight must be currently enrolled in school the immediately preceding grading period, and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

~~If a student received home schooling in the grading period preceding participation, the student must meet any academic requirements established by the State Board of Education for the continuation of home schooling to be eligible to participate in the program.~~

In order to participate in any extracurricular activity, a student receiving home education must be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the activity, and must fulfill the same nonacademic and financial requirements as any other participant.

If a student did not receive home ~~schooling~~ education in the grading period preceding participation, the student's academic performance during the preceding grading period must have met any academic standards established by the District for eligibility to participate in the program.

If a student leaves a school district mid-year for home education, the student's eligibility must be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the district.

Any student who commences home ~~schooling~~ education after the beginning of the school year and at that time was considered ineligible to participate in extracurricular activities for failure to meet academic requirements or any other requirements will be ineligible to participate in the same semester the student was deemed ineligible. After the semester in which the student was deemed ineligible, the student will remain ineligible to participate in extracurricular activities until the Superintendent verifies that the student meets the applicable academic requirements.

CROSS REFS.: Student Handbooks

Legal	ORC 2305.23
	ORC 2305.231
	ORC 3313.535
	ORC 3313.537
	ORC 3313.5311
	ORC 3313.5312
	ORC 3313.66
	ORC 3313.661
	ORC 3315.062
	OAC Chapter 3301-27
Cross References	IGD - Cocurricular and Extracurricular Activities
	IGDJ - Interscholastic Athletics
	JECBA - Admission of Exchange Students
	JECBC - Admission of Students From From Non-Chartered or Home Schooling
	JFC - Student Conduct (Zero Tolerance)

Book	Policy Manual
Section	Section J: Student
Title	Copy of Admission of Students From From Non-Chartered or Home Schooling
Code	JECBC
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

Admission of Students From From Non-Chartered or Home ~~Schooling~~ Educcation

Students seeking admission into the District's schools who have been enrolled in non-chartered schools or home ~~schooling programs~~ education may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

In making a placement decision, the Superintendent may consider:

1. ~~the student's most recent annual academic assessment report;~~

2. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and

3. other evaluation information that may include interviews with the student and the parent.

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

Resident students receiving home ~~schooling~~ education in accordance with State law are permitted to participate in District extracurricular activities at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same ~~academic,~~ nonacademic and financial requirements as any other participant.

Home-schooled students must be enrolled in the District for a minimum of their entire Junior and Senior year in order to be selected for graduation honors

Students receiving home education must be enrolled in the District for a minimum of 12 courses/classes/credit hours/Carnegie units in order to be selected as valedictorian or salutatorian for graduation purposes.

Legal

ORC 3313.535

ORC 3313.537

ORC 3313.5311

ORC 3313.5312

ORC 3313.664

ORC 3321.04

OAC Chapter 3301-34

Cross References

IGBG - Homebound Instruction

IGCF - Home Schooling

IGD - Cocurricular and Extracurricular Activities

IGDK - Interscholastic Extracurricular Eligibility

Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Distribution of Materials in the Schools
Code	KJA
Status	Draft
Adopted	June 22, 2020

Distribution of Materials in the Schools

The District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material. In order to protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the District, the following requirements apply to the distribution of non-school-sponsored material on school property and at school activities.

Prior Approval Required

Individuals or groups not affiliated with the District, who desire to distribute materials to the members of the school community, must first receive approval of such materials through the Superintendent/designee.

Students and staff members who desire to distribute materials to members of the school community must first receive approval from the building principal and when in doubt the Superintendent.

Types of Material Restrictions

Materials must be approved if they fall under one of the following categories:

1. publications of services, special events, public meetings or other items of interest to students or parents/guardians;
2. distribution of promotional materials of a commercial nature to students or parents/guardians;
3. paid advertisements on District property, including but not limited to billboard advertisements;
4. paid advertisements on or in school-sponsored publications, yearbooks, announcements and other school communications and/or
5. products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products.

Manner and Mode of Distribution

The Superintendent/designee may approve the use of District time, personnel and resources in the distribution of materials if the materials are of an educational nature. The Superintendent will not, however, approve the use of District time, personnel or District resources for distribution if the materials are not of an educational nature and/or considered to be conducting business by soliciting participation, campaigning for membership or registering participants. District personnel are prohibited from using District time or resources to distribute materials that support or oppose a levy or bond issue.

The building principals designate appropriate times, locations and means for which distribution of non-school-sponsored materials is appropriate. Determinations are made on a case-by-case basis.

Distribution with or without District involvement does not mean to imply sponsorship or support for that which the materials endorse. The District takes no responsibility for problems arising between the sponsoring individual or group and the student or staff member who accepts the materials.

Limitations on Content

Non-school literature is not distributed on District property if:

1. the materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience;
2. the materials endorse actions endangering the health or safety of students;
3. the distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person;
4. the materials contain defamatory statements about public figures or others;
5. the materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
6. the materials are hate literature or similar publications that scurrilously attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others or
7. there is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Failure to comply with this policy regarding distribution of non-school literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked.

Legal	U.S. Constitution Amend. I
	ORC 3313.20
	ORC 3313.47
	ORC 3313.66
	ORC 3313.661
Cross References	EDE - Computer/Online Services (Acceptable Use and Internet Safety)
	IGDB - Student Publications
	IIBH - District Websites
	KJ - Advertising in the Schools

Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Copy of Board Member Conflict of Interest
Code	BBFA
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/13/2008

Board Member Conflict of Interest

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

A Board member will not have any direct or indirect pecuniary interest in a contract with the District~~;~~, including being an employee of a private company or nonprofit organization that has a contract with the District.

The restriction does not apply to a Board member who is a shareholder in a corporation, does not own more than five percent of the corporation's stock and is not an officer or director of the corporation. Before the District and corporation enter into a contract, the Board member must file an affidavit with the District's Treasurer stating his/her exact status and connection with the corporation.

A Board member also is prohibited from having a pecuniary interest in a contract with the District if all these factors apply:

1. The Board member's pecuniary interest in the contract is that the member is employed by a political subdivision, instrumentality, or agency of the state or a private institution of higher education that is contracting with the Board.

2. The Board member does not participate in any discussion or debate regarding the contract or vote on the contract.

3. The Board member files an affidavit with the school District Treasurer stating his/her exact employment status with the political subdivision, instrumentality, or agency or private institution of higher education, contracting with the Board.

A Board member will not ~~furnish for remuneration~~ sell any labor, equipment or supplies to the District; ~~nor~~ and will not be employed by the Board in any capacity for compensation. A Board member is not prohibited from serving as a volunteer with the District provided he/she receives no compensation from the District. A Board member serving as a volunteer will be prohibited from participating in matters before the Board that affect officials and employees of the District department with which he/she volunteers.

~~A Board member may have a private interest in a contract with the Board if all of the following apply:~~

1. ~~the subject of the public contract is necessary supplies or services for the District;~~
2. ~~the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the District as part of a continuing course of dealing established prior to the Board member's becoming associated with the District;~~
3. ~~the treatment accorded the District is either preferential to or the same as that accorded other customers or clients in similar transactions and~~

4. ~~the entire transaction is conducted at arm's length, with full knowledge by the Board of the interest of the Board member, member of his/her family, or his/her business associate, and the Board member takes no part in the deliberations or decision with respect to the public contract.~~

The law specifically forbids:

1. ~~the~~ a prosecuting attorney, ~~or the~~ city attorney or person serving in a similar capacity from serving on this Board;

2. a Board member from serving as the school dentist, physician or nurse;

3. ~~a Board member from being employed for compensation by this Board;~~

4. ~~a Board member from having, directly or indirectly, any pecuniary interest in any contract with this Board;~~

5. a Board member from voting on a contract to employ a person as a teacher or instructor if he/she is related to that person as father, mother, brother, sister or spouse;

6. a Board member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract, including a contract for employment, in which he/she, a member of his/her family or his/her business associates have an interest;

7. a Board member from having an interest in the profits or benefits of a public contract entered into by, or for the use of, the District and

8. a Board member from occupying any position of profit during his/her term of office or within one year thereafter in the prosecution of a public contract authorized by him/her or a board of which he/she was a member at the time of authorization of that contract.

Legal

ORC 102.03
ORC 102.04
ORC 2921.02(B)
ORC 2921.42
ORC 2921.43
ORC 2921.44
ORC 3313.13
ORC 3313.33
ORC 3313.70
ORC 3319.21
ORC 4117.20

Cross References

BBBA - Board Member Qualifications
BBF - Board Member Code of Ethics

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Emergency Closings
Code	EBCD
Status	Draft
Adopted	June 11, 2007
Last Revised	March 22, 2021
Prior Revised Dates	03/10/2008, 12/14/2009, 03/13/2017,06/22/2020

Emergency Closings

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies that threaten the safety or health of students or staff members, law enforcement emergencies or other circumstances where the Superintendent determines a closure, dismissal or delay is necessary. It is understood that the Superintendent takes such action only after consultation with transportation and other necessary authorities.

The District must also secure written consent of the teachers' union.

~~The plan must include:~~

1. ~~the number of days the District plans to make up via online lessons (maximum of three);~~
2. ~~a statement requiring each classroom teacher to develop enough lesson plans to cover the number of makeup days specified in the plan;~~
3. ~~a statement requiring the District to make the lessons available to students on the District's website as soon as practicable after school closure;~~
4. ~~a statement granting students a two-week period from the date of posting to complete the lesson;~~
5. ~~a statement specifying that teachers will grade the online lessons in the same manner as other lessons and that students may receive an incomplete or failing grade if the lesson is not completed on time;~~
6. ~~a statement allowing students to work on posted lessons at school after it reopens if the student does not have access to a computer at his/her residence. The District may provide the student access to a computer before, during or after the regularly scheduled school day, or may provide a substantially similar paper lesson. Students without access to a computer at home are granted two weeks from the date of reopening, rather than the date of posting, to complete the lesson and~~
7. ~~a statement indicating whether the District will utilize blizzard bags in addition to posting classroom lessons online. Blizzard bags are paper copies of the online lessons. If the District uses blizzard bags, teachers must also prepare paper copies of the online lessons, and the Board's plan must specify the method of distributing the blizzard bags, which may include distribution by a set deadline or distribution prior to an anticipated school closure.~~

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

The Board adopts a plan to make up a maximum of the number of hours equivalent to three days of instruction for closures due to disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to school's operation, damage to a school building or other temporary circumstances due to utility failures rendering the school building unfit for school use. This provision does not apply for schools operating blended or online learning programs.

~~The District may choose to make up a maximum of three days via online lessons and/or blizzard bags.~~

Legal	ORC 3313.48 ORC 3313.482 CONTRACT REF.: Teachers' Negotiated Agreement
Cross References	EBC - Emergency Management and Safety Plans IC/ICA - School Year/School Calendar ID - School Day

Book	Policy Manual
Section	Section E: Support Services
Title	Copy of Food Services Management/Free and Reduced-Price Food Services
Code	EF / EFB
Status	Draft
Adopted	June 11, 2007
Last Revised	August 23, 2021
Prior Revised Dates	12/14/2009, 07/12/2010, 12/13/2010, 06/22/2020

Food Services Management/Free and Reduced-Price Food Services

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs and in compliance with State law, the Board agrees that:

1. breakfast and a "Type A" lunch are made available to students, provided at least one- fifth of the students are eligible under Federal law for free meals;

2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;

3. students who qualify for free or reduced-price meals receive free ~~or reduced-price~~ meals;

4. all meals must meet USDA nutritional standards;

5. the management of food services complies with all federal, state and local regulations and

6. a summer meal program is provided to students attending a state-mandated summer remedial program.

In addition to those required by Federal law, the District complies with all State law requirements for the provision of school breakfast programs.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

Meal Charges

The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.

Students With Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, schoolwide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Legal

Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265 (Title I, Section 204), 118 Stat. 729

National School Lunch Act; 42 USC 1751 et seq.

Child Nutrition Act of 1966; 42 USC 1771 et seq.

Americans with Disabilities Act; 42 USC 12101 et seq.

Rehabilitation Act; 29 USC 794

ORC 3313.719

ORC 3313.81

ORC 3313.812

ORC 3313.813

ORC 3313.815

ORC 3313.818

ORC 3314.18

OAC 3301-91-01 through 3301-91-09

Cross References

ACB - Nondiscrimination on the Basis of Disability

EFF - Food Sale Standards

EFG - Student Wellness Program

EFH - Food Allergies

JHCD - Administering Medicines to Students

JN - Student Fees, Fines and Charges

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Staff Dress and Grooming
Code	GBCC
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

Staff Dress and Grooming

Staff dress and grooming should enhance a positive image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.

The Board retains the authority to specify the following dress and grooming guidelines for staff. All staff members will, when ~~assigned to District duty~~ acting in their official capacities, including extracurricular activities:

1. be physically clean, neat and well groomed;

2. dress in a manner reflecting their professional assignment and

3. ~~dress in a fashion that is commonly accepted in this community~~ refrain from wearing political buttons, pins or T-shirts.

CROSS REFS.: Staff Handbook

Legal	ORC 3313.20
Cross References	GBCB - Staff Conduct

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Staff Participation in Political Activities
Code	GBG
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

Staff Participation in Political Activities

Employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

The terms and conditions under which the employee may continue employment as he/she seeks or holds such office are determined by the Board and law.

Employees are not permitted to use ~~District time, moneys, facilities, equipment or supplies to campaign nor are the employees to actively campaign while on duty.~~ public funds to support or oppose the nomination or election of a candidate for public office; the investigation, prosecution or recall of a public official; or the passage of a levy or bond issue. This includes but is not limited to campaigning while acting in their official capacity. Employees may attend public meetings to present information about the District's finances, activities, and actions in a manner that is not designed to influence the outcome of an election or the passage of a levy or bond issue, even though the election, levy or bond issue is discussed or debated a the meeting.

District staff may not wear political buttons, pins or t-shirts while they are acting in their official capacity.

Legal	Intergovernmental Personnel Act; 42 USC 4701 et seq.
	ORC 124.57
	ORC 3315.07

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Staff Gifts and Solicitations
Code	GBI
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/08/2018

Staff Gifts and Solicitations

Gifts

The Board authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the District. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.

Such expenditures shall be consistent with the Board's purchasing policy and within the appropriation limits established by the Board.

Presentation of gifts to, and the arrangement of social affairs for, employees leaving the District are governed by the following.

1. Each building principal appoints, or employees may volunteer for, a small social committee to plan social affairs.

2. Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.

Vendor Compensation

Any compensation paid by a vendor to a District official or employee, after the official or employee has participated in selecting the vendor, is considered "public money" and must be returned to the District.

Solicitations

The Superintendent annually approves all solicitations that are to be permitted in the schools. No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of the Superintendent. Solicitations of political contributions from a District employee are prohibited while the employee is performing official duties or in areas of a public building where official business is transacted or conducted.

Employees may not engage in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes. No staff member is to collect any money or distribute any fundraising literature without the expressed approval of the Superintendent.

Staff members are prohibited from soliciting funds in the name of the school or District through the use of online fundraising or a crowdfunding campaign without approval of the Superintendent. All crowdfunding campaigns must comply with District policies and procedures.

Legal	ORC 102.03 ORC 117.01 ORC 2921.43 ORC 3313.81 ORC 3313.811 ORC 3315.15 ORC 3329.10
Cross References	GBIA (Also IGDFA) - Online Fundraising Campaigns/Crowdfunding IGDG - Student Activities Funds Management IICA - Field Trips JL - Student Gifts and Solicitations

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Certified Staff Contracts and Compensation Plans (Teachers)
Code	GCB-1
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/08/2018

Certified Staff Contracts and Compensation Plans
(Teachers)

The Board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and retain properly certified or licensed men and women to provide a quality educational program.

As required by law, notice of annual salary is given to each certificated/licensed employee by July 1.

Teacher Contracts

Written contracts of employment are issued to all certified/licensed teaching personnel. Contracts are by and between the staff member and the Board.

For purposes of this policy, "written notice" means delivery of notice by personal service, by certified mail with return receipt requested, by regular mail with a certificate of mailing, by some other form of delivery with proof of delivery and by electronic delivery that includes electronic proof of delivery.

The basic types of contracts are as follows:

1. **Limited Contract**

   A limited contract is one to five years in length. It may be entered into by a teacher who has not been an employee of the Board for at least three years and must be entered into, regardless of length of previous employment, by a teacher who holds a provisional or alternative license or who holds a professional license and is not eligible to be considered for a continuing contract.

   Any teacher employed under a limited contract and not eligible to be considered for a continuing contract is, at the expiration of the contract, considered re-employed at the same salary plus any increment provided by the salary schedule, unless acted upon by the Board.

   The Board may, acting on the Superintendent’s written recommendation that the teacher not be re-employed, not renew a limited contract so long as evaluation procedures have been completed in compliance with law. The Board must give the teacher written notice of its intent not to re-employ on or before June 1.

2. **Extended Limited Contract**

   An extended limited contract of one or two years in length is given to a teacher who is eligible for consideration for, but not awarded, a continuing contract.

3. **Continuing Contract**

   Teachers who have taught in the District for at least three years within the last five years and teachers who have attained continuing contract status elsewhere and have served two years in the District are eligible for continuing

contracts.

A continuing contract may be issued to eligible teachers who:

A. Hold a professional, permanent or life teaching certificate or

B. Any teacher who was initially issued a teacher's certificate or educator's license prior to January 1, 2011 who meets the following conditions:

   i. Holds a professional educator license or a senior professional educator license or lead professional educator license;

   ii. Has completed the applicable one of the following:

      a. If the teacher did not hold a master's degree at the time of initially receiving the license, 30 semester hours of course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

      b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

C. Any teacher who never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011 who meets the following conditions:

   i. Holds a professional educator license or a senior professional educator license or lead professional educator license;

   ii. Has held an educator license for at least seven years;

   iii. Has completed the applicable one of the following:

      a. If the teacher did not hold a master's degree at the time of initially receiving an educator license, 30 semester hours of course work in the area of licensure or an area related to the teaching field since the issuance of the license.

      b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

Upon the recommendation of the Superintendent that a teacher eligible for continuing contract service status be re-employed, a continuing contract is granted unless the Board rejects the recommendation by three-fourths vote. A continuing contract remains in effect until the teacher resigns, elects to retire, is retired for reasons consistent with law or until he/she is terminated or suspended.

If the Board rejects the recommendation for re-employment of the teacher, the Superintendent may recommend re-employment of the teacher under an extended limited contract for a term not to exceed two years, if continuing service status has not previously been attained elsewhere. Written notice of the Superintendent's intention to make such a recommendation must be given to the teacher with reasons directed at the professional improvement of the teacher on or before June 1. Upon subsequent re-employment of the teacher, only a continuing contract may be entered into.

The Board may reject the Superintendent's recommendation for re-employment of the teacher under an extended limited contract by three-fourths vote of its full membership.

The Board declares its intention not to re-employ the teacher by giving the teacher written notice on or before June 1. If evaluation procedures have not been completed in compliance with law or if the Board fails to give the teacher written notice of its intent not to re-employ by the aforementioned date, the teacher is re-employed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule.

The Superintendent's recommendation is considered in all contracts pertaining to certificated/licensed individuals.

Legal	ORC 3313.53
	ORC 3317.13
	ORC 3317.14
	ORC 3319.07
	ORC 3319.08
	ORC 3319.09
	ORC 3319.10
	ORC 3319.11
	ORC 3319.111
	ORC 3319.12
	ORC 3319.22
	ORC 3319.227
	ORC 3319.24
	ORC 3319.26
	CONTRACT REF.: Teachers' Negotiated Agreement
Cross References	GCBA - Certified Staff Salary Schedules
	GCBB - Certified Staff Supplemental Contracts
	GCBC - Certified Staff Fringe Benefits
	GCBD - Certified Staff Leaves and Absences

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Part-Time and Substitute Certified Staff Employment
Code	GCE
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

Part-Time and Substitute Certified Staff Employment

All certified personnel ~~serving~~ employed by the District to serve as substitute teachers or in part-time positions are recommended by the Superintendent for appointment by the Board. The rates of pay for such employment are recommended by the Superintendent and established by the Board.

Substitute teachers must hold the appropriate license issued by the State Board of Education (SBOE).

The Board authorizes the employment of substitute teachers who do not hold a postsecondary degree provided they:

1. meet the educational requirements established by the Superintendent/designee;

2. are deemed to be of good moral character;

3. successfully complete all required criminal records checks and

4. obtain the appropriate temporary substitute teacher license issued by the SBOE.

The employment and coordination of substitute teachers is centralized for the District in the office of the Superintendent. ~~Candidates selected are recommended to the Board for placement on the list of approved substitutes.~~ Principals assume responsibility for the scheduling of substitutes from the approved list as needed.

Building principals develop regulations for substitute teachers to guide them in the performance of their duties. The regulations are approved by the Superintendent/designee.

Legal	Elementary and Secondary Education Act; 20 USC 1221 et seq.
	ORC 3317.13
	ORC 3319.07
	ORC 3319.08
	ORC 3319.10
	ORC 3319.13
	ORC 3319.22 through 3319.31
	ORC 3319.39
	ORC 3323.06
	OAC 3301-35-05
	OAC 3301-35-06
Cross References	AC - Nondiscrimination
	ACA/ACAA - Nondiscrimination on the Basis of Sex/Sexual Harassment
	ACB - Nondiscrimination on the Basis of Disability
	GBA - Equal Opportunity Employment
	GBQ - Criminal Records Check

Book	Policy Manual
Section	Section G: Personnel
Title	Copy of Suspension and Termination of Certified Staff Members
Code	GCPD
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	03/08/2010

Suspension and Termination of Certified Staff Members

Suspension

The Board may suspend a certified staff member pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action.

Termination

The contract of a certified staff member may be terminated for good and just cause and/or in accordance with applicable negotiated agreement provisions. Before terminating any contract, the Board furnishes the certified staff member a written notice signed by the Treasurer of its intention to consider termination of his/her contract and specification of the grounds for such consideration. The Board informs the certified staff member of his/her right to request a hearing by the Board or by an independent referee. At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses. A ~~stenographic~~ complete record of the proceedings is made. After the hearing, the Board makes its determination by majority vote. Any order of termination of a contract states the grounds for termination.

Teachers may only be suspended or terminated under the terms of the collective bargaining agreement and/or State or Federal law.

When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Legal	ORC 124.36
	ORC 3319.02
	ORC 3319.11
	ORC 3319.16
	ORC 3319.161
	ORC 3319.17
	CONTRACT REF.: Teachers' Negotiated Agreement
Cross References	GBQ - Criminal Records Check

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
Code	IGBEA
Status	Draft
Adopted	March 16, 2015
Last Revised	December 20, 2021
Prior Revised Dates	09/14/2015, 06/22/2020

Reading Skills Assessments and Intervention
(Third Grade Reading Guarantee)

The Board believes in the importance of the development of English language skills. As a result the Board promotes the importance of reading skills through English diagnostic assessments and reading intervention services in order to provide a meaningful tool to identify and assist students in achieving proficiency in English language arts.

The District annually evaluates the English reading skills of each K-3 student in accordance with all statutory timelines, and identifies students who are reading below their grade level. The District uses the reading diagnostic assessment that is appropriate for the grade level and is adopted under State law or is a comparable tool approved by the Ohio Department of Education. The student's classroom teachers are involved in the assessment and identification of students reading below grade level. The assessment may be administered electronically using live, two-way video and audio connections whereby the teacher administering the assessment may be in a separate location from students.

The District provides written notification to the parents or guardian of students who are reading below their grade level. Intensive reading instruction is provided to students immediately after they are identified as having a reading deficiency. The District develops a reading improvement and monitoring plan within 60 days of receiving the student's diagnostic results.

Any student, unless excused from taking the third grade reading assessment, who does not attain at least the equivalent level of achievement required on the assessment, is not promoted to fourth grade unless otherwise exempt under law. Such students will also be provided the reading intervention services required by law.

~~For students who have been retained at the end of third grade, the District provides intense remediation services that include intensive interventions that address the student's specific areas of deficiency.~~ Further, the District provides each retained student with a teacher who meets set criteria and offers the option for such students to receive applicable services from one or more providers other than the District.

Students who have been retained and who have demonstrated proficiency in a specific academic field as defined by State law are provided with instruction that is commensurate to their achievement level.

The Board designates the Superintendent/designee to establish a District policy for the midyear promotion of students who were retained but who now are reading at or above their grade level.

Legal	ORC 3301.07
	ORC 3301.0710
	ORC 3301.0711(D)

ORC 3301.0715

ORC 3301.079

ORC 3301.163

ORC 3313.608

ORC 3313.609

ORC 3313.6010

ORC 3313.6012

ORC 3324.01

OAC 3301-35-04

OAC 3301-35-06

Cross References

IGBE - Remedial Instruction (Intervention Services)

IGBI - English Learners

IKE - Promotion and Retention of Students

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
Code	IGBEA-R
Status	Draft
Adopted	March 16, 2015
Last Revised	December 20, 2021
Prior Revised Dates	09/14/2015, 06/22/2020

Reading Skills Assessments and Intervention
(Third Grade Reading Guarantee)

The District is required annually to assess the reading skills of each K-3 student in accordance with all statutory timelines, except those students with significant cognitive disabilities or other disabilities as authorized by the ~~Ohio Department of Education (ODE)~~ Ohio Department of Education and Workforce (ODEW) on a case-by-case basis. The District uses the diagnostic assessment to measure reading ability either approved under State law or a comparable tool that has been approved by ~~ODE~~ODEW.

If the diagnostic assessment shows that a student is not reading at grade level, the District provides written notification to the parents or guardian that includes:

1. notice that the school has identified a substantial reading deficiency in their child;
2. a description of current services provided to the student;
3. a description of proposed supplemental instruction services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency;
4. notice that the diagnostic assessment for third grade reading is not the sole determinant of promotion and that additional evaluations and assessments are available; ~~and~~
5. notice that the student will be retained unless the student falls under an exemption or attains the appropriate level of reading competency by the end of third grade~~.~~ and
6. a statement connecting the child's proficiency level in reading to long-term outcomes of success related to proficiency in reading.

For a student not reading at grade level, the District provides intensive reading instruction services and regular diagnostic assessments immediately following the identification of a reading deficiency until the development of the reading improvement and monitoring plan referenced below. These intervention services must:

1. include research-based reading strategies that have been shown to be successful in improving the reading skills of low-performing readers and
2. be targeted at the student's identified reading deficiencies.

For each student receiving required reading intervention, the District develops a reading improvement and monitoring plan. This plan is developed within 60 days of receiving the student's results on the diagnostic assessment. The plan includes all of the following:

1. identification of the student's specific reading deficiencies;
2. a description of additional instructional services that target the student's identified reading deficiencies;
3. opportunities for the student's parents or guardians to be involved in the instructional services;

4. a process to monitor the implementation of the student's instructional services;

5. a reading curriculum during regular school hours that assists students to read at grade level, provides for scientifically based and reliable assessments, and provides ongoing analysis of each student's reading progress; ~~and~~

6. a statement that if the student does not attain at least the equivalent level of achievement under Ohio Revised Code Section 3301.0710 by the end of third grade, the student ~~will~~ may be retained~~.~~ and
7. high-dosage tutoring opportunities aligned with the student's classroom instruction through a state-approved vendor on the list of high-quality tutoring vendors or locally approved opportunity that aligns with high-dosage tutoring best practices. High-dosage tutoring opportunities must include additional instruction time of at least three days per week, or at least 50 hours over 36 weeks.

For a student with a reading improvement and monitoring plan entering the third grade, the District provides a teacher who has at least one year of teaching experience and who satisfies one or more of the following criteria:

1. holds a reading endorsement on the teacher's license and has attained a passing score on the corresponding assessment for that endorsement, as applicable;

2. has completed a master's degree program with a major in reading;

3. was rated "most effective" for reading instruction consecutively for the most recent two years based on assessments of student growth measures developed by a vendor and that is on the list of student assessments approved by ~~the State Board of Education (SBOE)~~ODEW;

4. was rated "above expected value-added," in reading instruction, as determined by ~~ODE~~ODEW for the most recent consecutive two years;

5. has earned a passing score on a rigorous test of principles of scientifically research-based reading instruction as approved by ~~the SBOE~~ODEW or

6. holds an educator license for teaching grades pre-kindergarten through third or grades four through nine issued on or after July 1, 2017.

For a student with a reading improvement and monitoring plan entering the third grade, the District may provide ~~a teacher who~~:

1. a teacher who has less than one year of teaching experience provided that the teacher meets one or more of the criteria listed above and is assigned to a mentor teacher who has at least one year of teaching experience and meets one or more of the criteria above or

2. ~~holds an alternative credential approved by ODE or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the department. The alternate credentials shall be aligned with the reading competencies adopted by the SBOE.~~

~~For a student with a reading improvement and monitoring plan entering the third grade, the District may provide:~~

1. reading intervention or remediation services under this section from an individual employed as a speech-language pathologist who holds a license issued by the board of speech-language pathology and audiology and a professional pupil services license as a school speech-language pathologist issued by the ~~SBOE~~ State Board of Education and/or

2. a teacher, other than the student's teacher of record, to provide any services required under this section, so long as that other teacher meets the assigned teacher criteria above and the teacher of record and the school principal agree to the assignment. This assignment is documented in the student's reading improvement and monitoring plan.

For any student who is an English learner and who has been in the U.S. for three years or less or for a student who has an individualized educational plan, a teacher may teach reading if the teacher holds an alternative credential approved by ~~ODE~~ODEW or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by ~~ODE~~ODEW. The alternate credentials shall be aligned with the reading competencies adopted by ~~the SBOE~~ODEW.

The District has specific responsibilities for a student who has been retained at the end of third grade. The District must:

1. Establish a District policy for the midyear promotion of a student who is reading at or above grade level that provides that a student who participates in remediation services and who demonstrates the required reading proficiency prior to the start of fourth grade will be promoted to that grade.

2. Provide intensive remediation that addresses the student's areas of deficiencies. This must include, but not be limited to, not less than 90 minutes of daily reading. In addition, the remediation may include any of the following:

A. small group instruction

B. reduced teacher-student ratios

C. more frequent progress monitoring

D. tutoring or mentoring

E. transition classes containing third and fourth grade students

F. extended school day, week or year

G. summer reading camps

3. Provide a teacher who satisfies one or more of the criteria set forth above.

4. Offer the student the option to receive applicable services from one or more providers other than the District. These providers will be screened and approved by the District or by ~~ODE~~ODEW.

5. Provide instruction that is commensurate to the achievement level for a retained student who has a demonstrated proficiency in a specific academic field as defined by State law.

Any instruction or intervention provided pursuant to this policy will be aligned with the principles of the "science of reading" as required by State law.~~Districts required to submit staffing plans do so in accordance with State law.~~

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Home Schooling
Code	IGCF
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

Home Education~~Schooling~~

Home education is the education of a child between the ages of six and 18 years of age, who is receiving home education directed by the child's parent in the subject areas of English language arts, mathematics, science, history, government, and social studies, and who is not enrolled full time in a public or chartered nonpublic school.

Within five calendar days after commencing home education, moving into a new school district, or withdrawing from a public or nonpublic school, a parent or guardian of a child receiving home education must submit a notice to the Superintendent including the child's name, address, and an assurance that the child will receive education in the subject areas required. In subsequent years, a parent or guardian must provide notice to the District by August 30 that the child will be receiving home education.

Upon receipt of the parent's notice, the child is exempted from compulsory attendance to the schools in the District. The child is not required to be excused from compulsory attendance. The Superintendent provides a written acknowledgment of receipt of the notice within 14 days after receipt.

If there is evidence that a child exempt from compulsory attendance is not receiving an education in the subject areas required, the child and parent are subject to examination into cases of truancy.
~~The Superintendent may excuse from compulsory school attendance, for not more than one school year at a time, any school-age child who is being home-schooled in accordance with the State Board of Education rules in the Ohio Administrative Code (OAC).~~

~~The child being home-schooled must be instructed by an individual with one of the following qualifications:~~

1. ~~a high school diploma;~~
2. ~~a certificate of high school equivalence;~~
3. ~~standardized test scores that demonstrate high school equivalence or~~
4. ~~other credentials found appropriate by the Superintendent.~~

~~Lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree.~~

~~Any request to be excused must be made in writing by the parent(s) and must contain the information required by the OAC.~~

~~The Superintendent approves the home schooling request unless he/she determines that the information required by OAC has not been provided or unless he/she has substantial evidence that the minimum educational OAC requirements have not been met, despite the fact that the required information has been provided by the parent(s).~~

~~If the Superintendent intends to deny the request for home schooling, he/she notifies the parent(s) within 14 calendar days and informs the parent(s) of the reasons for the intent to deny the request and of the parent(s)' right to a due process hearing before the Superintendent.~~

~~Upon substantial evidence of cessation of home schooling in accordance with OAC, the Superintendent notifies the parent(s) of the intent to revoke the excuse and of the parent(s)' right to a due process hearing before the Superintendent.~~

Legal	ORC 3321.04 OAC Chapter 3301-34
Cross References	JECBC - Admission of Students From From Non-Chartered or Home Schooling JEG - Exclusions and Exemptions From School Attendance

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Instructional Materials
Code	IIA
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

Instructional Materials

As the governing body of the District, the Board is legally responsible for the selection of instructional materials. Since the Board is a policymaking body, it delegates to the administrative and teaching staff of the District authority to recommend instructional and supplemental materials. In selecting instructional materials, the District complies with all State law requirements.

Materials for school classrooms are recommended by appropriate certified staff in consultation with the Superintendent and other sources as needed. Final decision relative to purchase rests with the Superintendent, subject to official adoption by the Board in the case of textbooks.

The Board believes that it is the responsibility of the District to provide:

1. materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;

2. materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;

3. a background of information that enables students to make intelligent judgments in their daily lives;

4. diverse viewpoints so that young citizens may develop, under guidance, the practice of analytical reading and thinking and

5. materials representative of the many religions and ethnic and cultural groups, showing their contributions to our American heritage.

The above principles serve as guides in the selection of all instructional materials including, but not limited to, textbooks, supplementary books, library books, computer software, Internet access sites, filmstrips, films, video and audio recordings.

Parents are provided the opportunity to review the selection of textbooks and reading lists, instructional materials and academic curriculum used by the District. In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audiovisual materials and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

Legal

Family Educational Rights and Privacy Act; 20 USC 1232h

ORC 3313.21

ORC 3313.212

ORC 3313.642

ORC 3329.06

ORC 3329.07

ORC 3329.08

OAC 3301-35-04

OAC 3301-35-06

Cross References

EDE - Computer/Online Services (Acceptable Use and Internet Safety)

EGAAA - Copyright

IIAA - Textbook Selection and Adoption

IIAC - Library Materials Selection and Adoption

INB - Teaching About Controversial Issues

KLB - Public Complaints About the Curriculum or Instructional Materials

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Promotion and Retention of Students
Code	IKE
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	09/14/2015

Promotion and Retention of Students

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.

2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.

3. No conditional promotions are permitted.

4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.

5. No student having passing grades, "D" or above, throughout the year is failed.

6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.

7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% 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 is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared" means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Any student, unless excused from taking the third grade reading assessment under Ohio Revised Code Section (RC) 3301.0711, who does not attain at least the equivalent level of achievement as required by RC 3301.0710 on the assessment, is not promoted to fourth 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 three full school years and has had less than three years of instruction in an English as a second language program.

2. The student is a child with a disability entitled to special education and related services under RC 3323 and 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.

4. All of the following apply:

    A. The student is a child with a disability entitled to special education and related services under RC 3323.

    B. The student has taken the third grade English language arts achievement assessment prescribed under RC 3301.0710.

    C. The student's IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.

    D. The student previously was retained in any of grades kindergarten to three.
5. 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. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes 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.
6. A student's parent or guardian, in consultation with the student's reading teacher and building principal, requests that the student be promoted to the fourth grade level. A student who is promoted at their parent or guardian's request shall continue to receive intensive reading instruction in the same manner as a student retained under this section until the student is able to read at grade level.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

Legal

ORC 3301.07

ORC 3301.0710

ORC 3301.0711

ORC 3301.0712

ORC 3301.0715

ORC 3313.608

ORC 3313.609

ORC 3313.6010

ORC 3313.6012

ORC 3314.03

OAC 3301-35-04

OAC 3301-35-06

Cross References

AFI - Evaluation of Educational Resources

IGBE - Remedial Instruction (Intervention Services)

IGBEA - Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)

IGCD (Also LEB) - Educational Options

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Testing Programs
Code	IL
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	03/13/2017

Testing Programs

The Board believes that a program of group testing can provide a meaningful source of information about the adopted curriculum and overall student achievement. Therefore, the Board authorizes a program of group testing in order to:

1. evaluate strengths and weaknesses of current curriculum and instruction and to identify areas needing change;
2. compare achievement of District students with achievement of a sample population as one means of evaluating student growth;
3. provide a degree of diagnostic instructional information to teachers about the group(s) of students with whom they work;
4. provide general information about a student's probable aptitude for school-related tasks and
5. provide one basis for a longitudinal study of student achievement and proficiency.

Information gained through the use of group tests is used to design educational opportunities for students to better meet their individual and collective needs. The Board views such information gathering as a primary function of the public schools. Individual permission of parents is not required for the administration of these group tests.

The Board recognizes that all tests provide only a limited source of information about an individual student. Information drawn from group tests is therefore used only in conjunction with all other information available about a student in advising the student or assisting the student in improving his/her work.

Each student with a disability is considered individually as to his/her participation in the testing programs.

Records of the results of group tests are maintained in accordance with the Board's policy on student records.

Notification of a student's score on a state assessment is provided to the parent by June 30 each school year. Such notice may be provided by mail, email or through posting of the score in a secure portal on the District or school's website.

The administration has developed guidelines for the secure storing of testing instruments.

Legal

ORC 3301.0710 through 3301.0713

ORC 3301.0715

ORC 3301.0717

ORC 3301.0729

ORC 3319.32

ORC 3319.321

OAC 3301-13-05

OAC 3301-35-02

OAC 3301-35-03

OAC 3301-35-04

Cross References

AFE (Also IM) - Evaluation of Instructional Programs

IGBA - Programs for Students With Disabilities

JO - Student Records

Book	Policy Manual
Section	Section J: Student
Title	Copy of Compulsory Attendance Ages
Code	JEA
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	09/12/2016, 12/11/2017

Compulsory Attendance Ages

Children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school, which conforms to the standards prescribed by the State Board of Education (SBOE) until one of the following occurs.

1. The person receives a diploma or certificate of high school equivalence granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.

2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State law.

3. The person is excused from school under standards adopted by the SBOE pursuant to State law.
4. The person is exempt from compulsory attendance through a home education program.

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

Legal	ORC 3301.80
	ORC 3301.81
	ORC 3313.61
	ORC 3321.01 et seq.
	ORC 3331.02
	OAC 3301-35-04
	OAC Chapter 3301-41
Cross References	IGBG - Homebound Instruction
	JEB - Entrance Age (Mandatory Kindergarten)
	JEG - Exclusions and Exemptions From School Attendance
	JFE - Pregnant Students

Book	Policy Manual
Section	Section J: Student
Title	Copy of School Admission
Code	JEC
Status	Draft
Adopted	June 11, 2007
Last Revised	December 20, 2021
Prior Revised Dates	03/16/2015, 12/12/2016, 06/22/2020

School Admission

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

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proofs of residence.

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

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

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DYS custody;
3. the student's current Individualized Education Program, if developed, and
4. a summary of the institutional record of the student's behavior.

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

Transfer of School Records

"School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

When the District receives a request for a student's records from another district or chartered nonpublic school to which that student has transferred, the District will either transfer the records within five school days or provide a statement to the requesting district or school that the District has no record of the student's attendance.

Except as required by law, the District may withhold a student's school records if there is $2,500 or more of outstanding debt attributed to the student. The District will transfer the student's records within five school days once the debt is paid.

Interstate Compact on Educational Opportunity for Military Children

The District complies with all provisions of State law for the enrollment, admission, placement and graduation for children of military families.

Legal

ORC 2151.33
ORC 2152.18(D)(4)
ORC 3109.52 through 3109.61
ORC 3109.65 through 3109.76
ORC 3109.78
ORC 3109.79
ORC 3109.80
ORC 3313.48
ORC 3313.64
ORC 3313.67
ORC 3313.671
ORC 3313.672
ORC 3317.08
ORC 3321.01
OAC 3301-35-04(F)

Cross References

AFI - Evaluation of Educational Resources
IGBA - Programs for Students With Disabilities
JECAA - Admission of Homeless Students
JECB - Admission of Nonresident Students
JEE - Student Attendance Accounting (Missing and Absent Children)
JHCA - Physical Examinations of Students
JHCB - Immunizations
JO - Student Records

Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Withdrawal From School (Loss of Driving Privileges)
Code	JECE
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/12/2009

Student Withdrawal From School
(Loss of Driving Privileges)

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the county juvenile judge of the student's withdrawal from full-time enrollment or withdrawal from an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles is not necessary if a student has withdrawn from school because of a change of residence or to receive home education pursuant to State Law; or the student is holding an age and schooling certificate (work permit), is regularly employed and enrolled part-time in and attending an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles must be given in a manner required by the registrar and notice to the county juvenile judge must be given in writing.

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

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

Legal	Family Educational Rights and Privacy Act; 20 USC 1232g
	ORC 3319.321
	ORC 3321.13
	ORC 3331.01
	ORC 3331.02
	ORC 3331.04
	ORC 3331.06 through 3331.09
	ORC 4510.32
Cross References	JED - Student Absences and Excuses

JEDA - Truancy

JEG - Exclusions and Exemptions From School Attendance

JK - Employment of Students

Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Absences and Excuses
Code	JED-R
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020

Student Absences and Excuses

Students Habitually Absent – Loss of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges ~~are~~ will be suspended or denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent. The hearing may be conducted by electronic means if requested by the parent. Notices may be sent by registered mail, regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

2. The notice from the Superintendent to the student includes the scheduled time, place ~~and~~ date and participation method of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place ~~and~~ date and method.

3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:

    A. enrollment in another school or school district in Ohio or another state;

    B. possession of an age and schooling certificate (work permit);

    C. a bodily or mental condition that prohibits attendance or

    D. participation in a home ~~instruction~~education program.

4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

    Notification to the registrar of motor vehicles and the county judge must comply with State and Federal law.

    The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

    Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another

reason allowed by State law. In accordance with State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

Book	Policy Manual
Section	Section J: Student
Title	Copy of Truancy
Code	JEDA
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	03/13/2017, 12/11/2017, 06/11/2018

Truancy

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

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

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

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and notify the child's parent in writing of the legal consequences of being a "habitual" truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

A "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.

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

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

~~Beginning with the 2017-2018 school year, w~~When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

~~Beginning with the 2017-2018 school year, t~~The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;

2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and

3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Legal

ORC 3313.663

ORC 3313.668

ORC 3321.03 through 3321.04

ORC 3321.07 through 3321.09

ORC 3321.19

ORC 3321.191

ORC 3321.22

ORC 3321.38

OAC 3301-47-01

Cross References

JED - Student Absences and Excuses

JEG - Exclusions and Exemptions From School Attendance

JK - Employment of Students

Book	Policy Manual
Section	Section J: Student
Title	Copy of Exclusions and Exemptions From School Attendance
Code	JEG
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/12/2009, 09/12/2016, 12/11/2017

Exclusions and Exemptions From School Attendance

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

1. holding an age and schooling certificate (work permit), being regularly employed and attending school on a part-time basis in a program approved by the Superintendent or his/her designee;

2. receiving ~~approved~~ home ~~instruction~~education;

3. attending a private or parochial school or

4. having received a diploma from an approved high school or a certificate of high school equivalency from the Ohio Department of Education.

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

Legal

ORC 3301.80

ORC 3301.81

ORC 3313.66

ORC 3321.02

ORC 3321.03

ORC 3321.04

ORC 3321.07

ORC 3331.01

ORC 3331.02

ORC 3331.04

ORC 3331.06 through 3331.09

Cross References

IGCF - Home Schooling

JEA - Compulsory Attendance Ages

JECE - Student Withdrawal From School (Loss of Driving Privileges)

JEGA - Permanent Exclusion

JHCC - Communicable Diseases

JK - Employment of Students

Book	Policy Manual
Section	Section J: Student
Title	Copy of Administering Medicines to Students
Code	JHCD
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	06/09/2011, 12/08/2014

Administering Medicines to Students

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

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication. Prescription medications must be brought to the school office by the parent/legal guardian or parent designee of at least 18 years of age.

3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.

4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.

5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.

6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

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

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

Epinephrine Autoinjectors

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

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

Diabetes Medication

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

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Legal	ORC 2305.23
	ORC 2305.231
	ORC 3313.64
	ORC 3313.7112
	ORC 3313.712
	ORC 3313.713
	ORC 3313.716
	ORC 3313.718
	ORC 3314.03
	ORC 3314.141
	OAC 3301-35-06
Cross References	EBBA - First Aid
	JFCH/JFCI - Alcohol Use by Students/Student Drug Abuse

Book	Policy Manual
Section	Section J: Student
Title	Copy of Student Fees, Fines and Charges
Code	JN
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	12/14/2009, 06/12/2017

Student Fees, Fines and Charges

Materials Fees

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

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

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

Fines

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

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

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

Unpaid Meal Charges

Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.

Collection of Student Fees and Fines

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

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

The District may withhold a student's school records, except as provided in State law, if there is $2,500 or more of outstanding debt attributed to the student. The District will transmit the student's school records within five days once the debt is paid. "School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

Legal	National School Lunch Act; 42 USC 1751
	Child Nutrition Act of 1966; 42 USC 1771
	ORC 3313.642
	ORC 3329.06
Cross References	EF / EFB - Food Services Management/Free and Reduced-Price Food Services
	IGCB - Innovative Education Programs
	IGCD (Also LEB) - Educational Options

Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Public Solicitations in the Schools
Code	KI
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/08/2018

Public Solicitations in the Schools

No person may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Superintendent or the Board. Solicitations of political contributions from a District employee are prohibited while the employee is performing official duties or in areas of a public building where official business is transacted or conducted. This policy does not prohibit any school fundraising activity authorized by the Superintendent or other appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must not interfere with the classroom work of the teachers.

The school directory or lists of students are not made available to any outside person or agency for a profit-making purpose.

Legal	ORC 2921.43
	ORC 3319.321
Cross References	GBI - Staff Gifts and Solicitations
	GBIA (Also IGDFA) - Online Fundraising Campaigns/Crowdfunding
	KG - Community Use of School Premises (Equal Access)
	KK - Visitors to the Schools

Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Interscholastic Athletics
Code	IGDJ
Status	Draft
Adopted	June 11, 2007
Last Revised	October 24, 2022
Prior Revised Dates	03/10/2008, 03/13/2017, 12/11/2017, 10/08/2018, 06/22/2020

Interscholastic Athletics

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and a positive mental attitude as prerequisites to participation.

The Superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic athletic programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in interscholastic athletics.

Coaches are required to complete all approved course work as specified by State law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education in order to qualify to serve as coaches.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by and State law must be followed. Programs regulated by OHSAA must also comply with all eligibility requirements established by the Association. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

A student must have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infractions of school rules and regulations or for any other unacceptable conduct in or out of school.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

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

Resident students receiving home ~~schooling~~ education in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same ~~academic,~~ nonacademic and financial requirements as any other participant.

A student receiving home education in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district the student is entitled to attend does not offer.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school in which the student is enrolled does not offer;

2. the student is not participating in the activity in the student's district of residence;

3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and

4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

CROSS REFS.: Student Handbooks

Legal

ORC 2305.23

ORC 2305.231

ORC 3313.537

ORC 3313.5310

ORC 3313.5311

ORC 3313.5312

ORC 3313.5314

ORC 3313.539

ORC 3313.66

ORC 3313.661

ORC 3313.664

ORC 3315.062

ORC 3319.303

ORC 3321.04

ORC 3707.52

OAC Chapter 3301-27

Cross References

IGCH (Also LEC) - College Credit Plus

IGD - Cocurricular and Extracurricular Activities

IGDK - Interscholastic Extracurricular Eligibility

IKF - Graduation Requirements

JECBA - Admission of Exchange Students

JECBC - Admission of Students From From Non-Chartered or Home Schooling

JGD - Student Suspension

JGE - Student Expulsion

JN - Student Fees, Fines and Charges

Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Public Conduct on District Property
Code	KGB
Status	Draft
Adopted	June 11, 2007
Last Revised	June 22, 2020
Prior Revised Dates	10/13/2008, 10/12/2009

Public Conduct on District Property

All persons on District grounds are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordinances into a school safety zone.

No person is permitted to distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in a school building or upon the campus or grounds at any time.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time.

Whoever violates this policy and/or building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state and local ordinances.

Good Conduct and Sportsmanship

The Board recognizes the value of cocurricular and extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Students and adults participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

Legal

Gun-Free Schools Act; 20 USC 7151

Gun-Free School Zones Act; 18 USC 922

ORC 2903.13

ORC 2903.22

ORC 2911.21

ORC 2917.11

ORC 2923.1212

ORC 2923.122

ORC 3313.20(A)

Cross References

GBCB - Staff Conduct

IGD - Cocurricular and Extracurricular Activities

JFC - Student Conduct (Zero Tolerance)

KG - Community Use of School Premises (Equal Access)

KGC - No Tobacco Use on District Property

KK - Visitors to the Schools