



## MEMORANDUM

**DATE:** February 20, 2025  
**TO:** Board of Education, Cabinet  
**FROM:** Linda Fulco  
**SUBJECT:** First Reading Policy Revisions Vol 43 No. 2, January, 2025 Special Release, Vol 41 No. 2

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Please review the attached, proposed policy revisions. We are asking for the first reading to take place at the February 24, 2025 Board of Education Meeting and the second reading/adoption to take place at the March 10, 2025 meeting. Please let me know if you have any questions.

### Volume 43 Number 2

#### **PO 1422.01 – Drug-Free Workplace (New)**

This policy has been added to include the same provisions in Policy 3122.01 / 4122.01 regarding Drug-Free Workplace for administrators that pertain to other district employees.

#### **PO 2271 – College Credit Plus Program (Revised)**

##### **AG 2271 – College Credit Plus Program (Revised)**

This policy is revised to include the provisions of S.B. 104 (effective February 25, 2025). The bill revises the operations of the College Credit Plus (“CCP”) Program, providing an option for a student or a student’s parent to inform the school of the student’s intent to participate in CCP in the next semester by November 1 preceding that semester. Such participation may only be approved for the next semester/term. The bill requires each Institution of Higher Education (“IHE”) to provide CCP students with a mandatory orientation that meets guidelines issued by the Chancellor and the Department. Additionally, the district is required to use CCP forms developed by the Chancellor and the Department. Revisions to this policy reflect current provisions of state law and should be adopted.

#### **PO 2340 – Field and Other District-Sponsored Trips (Revised)**

##### **AG 2340C – Overnight Trips (District-Sponsored) (Revised)**

This policy is revised to include the overnight accommodations restrictions required by SB 104 (effective February 25, 2025). SB104 mandates that students of the opposite biological sex may not share overnight accommodations. Revisions to this policy reflect current provisions of state law and should be adopted.

#### **PO 2430.02 – Participation of Community/STEM School Students in Extra-Curricular Activities (Revised)**

This policy is revised to include the athletic eligibility provisions of HB 147. These revisions reflect current provisions of state law and should be adopted.

#### **PO 2460 – Special Education (Revised)**

##### **AG 2460 – Special Education (Revised)**

The Ohio Department of Education and Workforce (“DEW”) recently released updated Special Education Model Policies and Procedures (“Model Policies”) that are consistent with the 2023 Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities (“Operating Standards”). The Operating Standards require educational agencies to adopt written policies and procedures regarding the education of children with disabilities (3301-51-02). In addition, the Operating Standards allow educational agencies to choose which method they will use to determine the existence of a specific learning disability and require districts to develop written procedures for the implementation of their chosen method (3301-51-06). To fulfill the preceding requirements, school boards may either

adopt the Model Policies or develop their own. This revised policy reflects this recent change. Given that the updated Model Policies reflect existing regulations and explain procedural mechanisms, Neola recommends that Boards adopt them. If, however, a board of education wants to enhance or expand upon the Model Policies to meet the needs of students and staff in their district, they may do so. In a Special Update issued on January 3, 2025, Neola provided a legal alert and a sample resolution to assist districts in meeting the March 30, 2025 adoption notification timeline prescribed by the Department.

**PO 5113 – Inter-District Open Enrollment (Revised)**

**AG 5113 – Admission of Students under Inter-District Open Enrollment (Replacement)**

Revisions to this policy update language to coincide with current Ohio Department of Education and Workforce ("DEW") provisions and to include the requirements of S.B. 208 (effective April 9, 2025) to permit a student who is not a native student of the district to open enroll in the district if the student's parent is an active duty member of the armed forces of the United States who is stationed in Ohio and who provides the district a copy of the parent's official written order verifying the parent's status as an active duty member of the armed forces. Additionally, the bill permits a student enrolled under a district's open enrollment policy exception for military children to continue to attend that district and receive transportation services for the remainder of the school year if the student's parent is discharged or released from active duty. The new military exception must be added to policies for districts that either entirely prohibit inter-district open enrollment or only permit it for adjacent district students. Under current law, each school district in Ohio must establish an inter-district open enrollment policy that either entirely prohibits open enrollment, with noted exceptions, or permits open enrollment only of students from adjacent districts (with noted exceptions), or permits open enrollment of students from any other district.

**PO 5120 – Assignment within District (Revised)**

**AG 5120 – Assignment to Class and Grade (Revised)**

Revisions to this policy update language to coincide with current Ohio Department of Education and Workforce ("DEW") provisions. Revisions to this policy should be adopted to maintain accurate policies, consistent with Department guidance.

**PO 5131 – Transfer Students (Technical Correction)**

This policy correction is provided, as the revision suggested in the Vol 43 No. 1 update in October 2024 was incorrectly applied. The provisions of HB 147 apply to athletic eligibility as opposed to academic transfer. This correction should be adopted to maintain accurate policies.

**PO 5223 – Released Time for Religious Instruction (New/Revised)**

This policy was originally released in 2014 and revised in 2016 as provided by statute as an option for districts. H.B. 8 (effective April 9, 2025) requires districts to adopt a policy authorizing students to be excused from school to attend a released time course in religious instruction. The bill requires school districts to collaborate with a sponsoring entity of a released time course in religious instruction to identify a time for the course to be offered during the school day. Further, the act permits a school district to require a sponsoring entity's instructors and volunteers undergo criminal records checks in a manner determined by the district. This policy should be adopted, after consideration of the various options provided, in order to comply with current law.

**PO 5330 – Use of Medications (Revised)**

**AG 5330 – Use of Medications (Revised)**

**Form 5330 F5 – Authorization for the Possession and Use of Seizure Medication(s) (New)**

This policy has been reviewed and modified to reflect the specific provisions of H.B. 70 (effective March 20, 2025) to allow districts to authorize specific employees to administer over-the-counter ("OTC") drugs to students. Options are provided to allow for structure and parental permission for this authorization. Further, the policy was revised to reflect the provisions of H.B. 206 (effective April 9, 2025) authorizing the storage and use of drugs used to treat seizures. School drug administration policies do not affect a school district's ability to administer emergency care or treatment under existing law. School drug administration policies also do not restrict the possession or application of

nonprescription topical ointments to prevent sunburn. Revisions to this policy should be adopted if the district chooses to authorize employees to administer over-the-counter drugs to students and the required use of seizure medications.

**PO 5330.04 – Procurement and Use of Naloxone (Narcan) in Emergency Situations (Rescind)**

Policy 5330.05 Procurement and Use of Naloxone (Narcan) in Emergency Situations adopted in January 2024, replaced this policy.

**PO 5350 – Student Health, Wellbeing, and Suicide Prevention (Revised)**

This policy is revised to include comprehensive mental health and wellness initiatives that promote the emotional and physical safety of students and staff. It also addresses training requirements for students and staff as prescribed in HB 33. Revisions to this policy should be considered in order to comply with current provisions of law.

**PO 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students (Revised)**

This policy has been revised to reflect the provisions of H.B. 206 (effective April 9, 2025) which permit a school district to establish a policy that authorizes the Superintendent to expel a student for not more than 180 school days for actions that pose “imminent and severe endangerment” to the health and safety of other students or school employees. The Superintendent must develop conditions for a student expelled for imminent and severe endangerment to satisfy before that student may be reinstated, one of which must be an assessment by a psychiatrist, licensed psychologist, or licensed school psychologist to determine whether the student poses a danger. The Board of Education is required to establish guidelines for appropriate conditions that the Superintendent may use. All determinations by the Superintendent are subject to the same notification requirements and appeals process as other types of expulsions under current law. This revised policy reflects the provisions of current law and should be considered for adoption if the district chooses to exercise the expanded disciplinary procedures prescribed.

**PO 5780.01 – Parents’ Bill of Rights (New)**

This policy reflects the provisions of HB 8 (effective April 9, 2025), which requires public schools to adopt a policy (by July 1, 2025) that enacts the Parents’ Bill of Rights to include parental notification on student health and well-being and instructional materials with sexuality content. The district must establish a process under which the school must resolve written concerns submitted by parents about topics addressed in the bill. This policy reflects current law and should be adopted to maintain current, compliant policies.

**PO 6151 – Insufficient Funds Checks (Revised)**

This policy has been revised at the request of clients. These revisions should be considered for adoption.

**PO 8142 – Criminal History Record Check for Contracted School Services (Revised)**

This policy was revised to include the requirements of HB 33 for individuals providing contracted school services to enroll in Rapback if they have routine interaction with a student or regular responsibility for the care, custody, and control of a student. This policy reflects current Ohio law and should be adopted to maintain accurate and compliant policies and practices.

**PO 8452 – Automated External Defibrillators (“AED”) and Cardiopulmonary Resuscitation (Revised)**

**AG 8452 – Use and Maintenance of Automated External Defibrillators (“AEDs”) (Revised)**

This policy has been revised to reflect the requirements of H.B. 47, effective October 24, 2024. The act requires all school districts to place an AED in each school and sports/recreation area under its control. The act requires each school district and school to provide training in the use of AEDs to teachers, principals, administrative employees, coaches, athletic trainers, other personnel who supervise interscholastic athletics, and any other employee subject to in-service training requirements. Each district and school must adopt an emergency action plan for the use of AEDs. Additionally, the district must hold informational meetings regarding the symptoms and warning signs of sudden cardiac arrest for all ages of student or youth athletes before the start of each athletic season. This revised policy reflects the current requirements of law and should be adopted.

**PO 8500 – Food Services (Revised)**

This policy has been revised to include the option from HB 8 to provide a school lunch for students participating in Released Time for Religious Instruction (“RTRI”) during the lunch period. Additional language and options regarding “bad debt” and dietary modifications have been included at the request of clients due to audits. These revisions should be considered for adoption.

**January 2025 Special Release SB 29****PO 5136.01R – Electronic Equipment (Revised)**

This Special Update is provided due to the approval of H.B. 432, which contains corrections to the privacy protections included in S.B. 29. Two (2) of the policies, revised as a part of the Vol 43 No. 1 Update, are impacted by this latest legislation. These legislative changes were approved with immediate effect for certain provisions (12/9/24).

**PO 6460R – Vendor Relations (Revised)**

This Special Update is provided due to the approval of H.B. 432, which contains corrections to the privacy protections included in S.B. 29. Two (2) of the policies, revised as a part of the Vol 43 No. 1 Update, are impacted by this latest legislation. These legislative changes were approved with immediate effect for certain provisions (12/9/24).

**Volume 43 Number 1****PO 4120.08 – Employment of Personnel for Co-Curricular/Extra-Curricular Activities**

This policy has been revised to ensure personnel know to enroll in the state's Rapback System.

**PO 4121 – Criminal History Record Check (Revised)**

This policy has been revised to make it clear that enrollment is not optional since employees must themselves enroll with the State Board and may need to get a new background check.

**Volume 42 Number 1****PO 8390 – Animals on District Property (Revised)**

This policy has been revised at the request of clients wanting to provide some structured options regarding therapy/comfort animals. Note: NEOLA does not recommend including such animals, given the liabilities and complexities of such approval. However, given the widespread nature of the request, optional language providing structure to such approval is offered for use at the discretion of client districts. It is strongly recommended that such a provision be thoroughly explored with the district's legal counsel and authorization sought from the Board.

**Technical Correction****FM 6152.01 F1 – Waiver of School Fees for Instructional Materials**

This form has been revised with a technical correction to update the name of the Assistant Superintendent.

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of Vol. 43, No. 2 - January 2025 New DRUG-FREE WORKPLACE
Code	po1422.01*LMF
Status	

### **New Policy - Vol. 43, No. 2**

#### **1422.01 - DRUG-FREE WORKPLACE**

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which

**~~[ DRAFTING NOTE: CHOOSE ONE (1) OPTION FROM THE TWO (2) OPTIONS BELOW ]~~**

**~~[ ] [OPTION #1 (needed only if Federal funds come directly from Washington)]~~**

~~meets the requirements in the Drug Free Workplace Act.~~

~~In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative staff at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.~~

~~The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements.~~

**~~[END OF OPTION #1]~~**

**[X] [OPTION #2 (applies to most schools)]**

is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the District's administrative staff at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

**[END OF OPTION #2]**

41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988  
20 U.S.C. 3224A

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Legal	41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988 20 U.S.C. 3224A
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Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of COLLEGE CREDIT PLUS PROGRAM
Code	po2271*LMF
Status	
Adopted	August 12, 2009
Last Revised	October 9, 2023

## 2271 - COLLEGE CREDIT PLUS PROGRAM

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement. Participating students will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and must either be remediation-free in one of the assessments established under R.C. 3345.061(F), or meet an alternative remediation-free eligibility option as defined by the Chancellor of Higher Education in consultation with the superintendent of public instruction. Students who participated in the College Credit Plus ("CCP") program before September 30, 2021, and who qualified to participate in accordance with prior law by scoring within one standard error of measurement below the remediation-free threshold for one of the required assessments and having a cumulative high school grade point average of at least 3.0 or alternatively receiving a recommendation from a school counselor, principal or career-technical program advisor may remain eligible to participate.

In addition, under Federal and State law, male students who are eighteen (18) years of age or older and who are classified as an Ohio resident by the public college or university they are attending through the College Credit Plus program are required to be registered with the Selective Service System. Participating male students are required to provide their Selective Service number to the public college or university within thirty (30) days of their 18th birthday. If such students do not submit their Selective Service number, they will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which they are enrolled.

### Enrollment

- A. By April 1st of each year, a student (including a home-educated student) or the student's parent must complete and submit the Letter of Intent to Participate in College Credit Plus Program (Form 2271 F1) to the Principal which signifies the student's intent to participate in the program for the following school year. To participate in CCP during the upcoming spring semester only, a student or their parent must complete and submit Form 2271 F1 to the Principal by November 1st. Prior to completing this form, the student and the student's parents must participate in the special counseling sessions described below and confirm receipt of these counseling services by signing the Statement of Responsibility (Form 2271 F7).
- B. Failure to meet the deadlines shall exclude the student from participating in the program for the upcoming spring or next school year unless written consent is granted by the Principal and the Principal notifies the Department of Education of the student's intent to participate within ten (10) days of the date the student seeks consent. If the Principal does not grant consent, the student may appeal the Principal's decision to the Superintendent. The decision of the Superintendent is final. Participation may be withdrawn by the student or parent at any time upon written notification to the high school administration.
- C. CCP students shall participate in a mandatory orientation that meets guidelines issued by the Chancellor and the Department, as provided by the IHE.

### Permission to Participate

Parents of all students enrolled in a CCP class must sign a permission slip acknowledging that the course content may include mature subject matter that will not be modified based on CCP enrollee participation, regardless of where course instruction occurs. All students participating in an approved CCP class must submit the permission slip to the District within the first month of school or within the first month of the course, absent extenuating circumstances. Additionally, those eligible students receiving secondary credit for their participation in these programs must submit the required permission slip in accordance with all applicable procedures, policies and deadlines established by the participating college or university.

### **Course Textbooks and Instructional Materials**

With respect to course textbooks (primary resources) and instructional materials (secondary resources) used in CCP classes taught on school grounds by District personnel, those textbooks and instructional materials will be subject to preapproval through the District's internal process and procedures for approval of Supplemental Instructional Materials, as outlined in Board Policy 2520. If the CCP textbook and/or CCP instructional material does not receive the requisite approval, District administration will contact the IHE to determine if that particular textbook and/or instructional material is required by the IHE. If the textbook and/or instructional material is not required, the District will work with the IHE to identify a comparable textbook and/or instructional material that has been/may be approved by the District in accordance with Policy 2520 and that may be approved by the IHE, in order for the students to receive secondary credit. If, however, a CCP textbook and/or instructional material does not receive approval through Policy 2520, and the IHE determines that the textbook and/or instructional material is required for the course, the District will decline to offer the course on school grounds through District personnel.

### **Underperforming and Ineligible Students**

If a student participating in the College Credit Plus Program under the option set forth in R.C. 3365.06 (B) either: A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through the College Credit Plus Program; or B) withdraws from, or receives no credit for two or more courses in the same term, the student will be considered an "underperforming student." If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

### **Probation**

Immediately after determining a student has obtained underperforming student status, the Superintendent shall place the student on probation within the College Credit Plus Program, and notify the underperforming student, the under performing student's parents, and each IHE in which the student is enrolled of the underperforming student's status. The underperforming student and their parents shall also be notified of the following requirements for continued participation in the Program while on probation:

- A. The student shall only enroll in one (1) college course during any term.
- B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.
- C. If the student had registered for more than one (1) college course for the next term prior to being placed on probation, the student shall request each IHE in which the student is enrolled to dis-enroll the student from those courses that conflict with the terms of the student's probationary status.
  1. If a student elects to remain enrolled in one (1) course for the next term, the student shall inform the IHE of the course in which the student would like to remain enrolled.
  2. If the student fails to dis-enroll from any courses that conflict with the student's probationary status, the Superintendent shall immediately notify the student and the student's parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and the student's parents shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.
- D. If a student takes a course after being placed on probation and such course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be removed from probation. The student may participate in the Program without restrictions unless the student is declared to be an underperforming student again.

- E. If a student takes a course after being placed on probation and such course does not raise the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be dismissed from the Program in accordance with the dismissal procedures set forth below.

### **Dismissal**

If a student is deemed ineligible to participate in the College Credit Plus Program, the student will be dismissed from the Program. The Superintendent shall notify the ineligible student, the student's parents, and each IHE in which the student is enrolled of the student's dismissal. The ineligible student and the student's parents shall also be notified that the student shall not take any college courses through the Program following the student's dismissal.

If the student had registered for more than one (1) college course for the next term prior to being dismissed from the Program, the student shall request each IHE in which the student is enrolled to dis-enroll the student from the Program.

If the student fails to dis-enroll following their dismissal from the Program, the Superintendent shall immediately notify the student and the student's parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and the student's parents shall also be advised that the Superintendent shall extend/continue the student's dismissal from the Program for an additional term.

### **Reinstatement**

Following one (1) term of dismissal, a student may submit a request to the Superintendent to be reinstated to the College Credit Plus Program. Summer shall only be counted as a term if the student is enrolled in one (1) or more high school courses during the summer. Upon receipt of the reinstatement request, the student's full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether the student will be reinstated on probation or without restriction.

**Reinstatement on Probation:** In order to be reinstated to the College Credit Plus Program on probation, the student must meet the following academic progress criteria:

- A. 2.0 GPA proceeding marking period
- B. No more than five (5) excused days per semester
- C. No class failures at the end of the marking period

**Reinstatement without Restriction:** In order to be reinstated without any restrictions, the student must meet the following academic progress criteria:

- A. 2.0 GPA proceeding marking period
- B. No class failures at the end of the marking period

If the student fails to demonstrate academic progress as defined above, the Superintendent shall extend/continue the student's dismissal for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in the College Credit Plus Program until academic progress is achieved.

### **Appeals**

Any student, who is dismissed from the College Credit Plus Program or prohibited from taking a course in which the student earned a grade of "D" or "F" or for which the student received no credit, may appeal the decision to the Superintendent. The appeal must be filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course. Upon receiving the appeal, the Superintendent must immediately notify each IHE in which the student is enrolled that the student has filed an appeal.

When reviewing a student's appeal, the Superintendent shall consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in the College Credit Plus Program. After considering such information, the Superintendent may:

- A. allow the student to participate in the Program without restrictions;
- B. allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;



- C. allow the student to participate in the Program on probation; or
- D. maintain the student's dismissal from the Program.

The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The Superintendent's decision shall be final, and the Superintendent shall immediately provide notification of the decision to each IHE in which the student is enrolled.

- A. If the Superintendent decides to continue the student's dismissal from the College Credit Plus Program, and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The Board shall not be required to pay for such courses.
- B. If the Superintendent fails to issue a timely decision after the date the appeal is made, and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the IHE's no-fault withdrawal date, the Board shall be required to pay for such courses.

### **Children of Military Families**

Children of military families enrolled in CCP who must withdraw from the program due to their parent's stationing orders shall be provided the option to complete the coursework in an online format, if possible, or withdraw from the program without academic or financial penalty.

### **Home-Schooled Students**

If a home-schooled student participating in the College Credit Plus Program is placed on probation or dismissed from the Program, the parent of the student shall be responsible for notifying each IHE in which the student is enrolled of such probation or dismissal.

### **General Requirements**

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus program on its website, including the details of the Board's current agreements with partnering IHEs.

**The Superintendent shall use CCP forms developed by the Chancellor and the Department without modifications unless obtaining prior approval from the Chancellor and the Department.**

All students must meet the requirements for participating in the College Credit Plus program outlined in AG 2271.

The Board shall deny high school credit for postsecondary courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (Postsecondary Enrollment Options) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Board will collect, report, and track program data annually in accordance with data reporting guidelines adopted by the chancellor and the Superintendent of Public Instruction pursuant to R.C. 3365.15.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of a student's participation in a College Credit Plus Program. Parents will be billed via Treasurer's Office.

Revised 7/28/14  
 Revised 12/14/15  
 Revised 9/24/18  
 Revised 6/13/22

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Legal

A.C. 3333-1-65.13

R.C. 3313.613, 3345.32, 3365.036, 3365.01 through 3365.09

"Military Selective Service Act," 62 Stat. 604, 50 U.S.C. App. 453, as amended

Book	Administrative Guideline Manual
Section	Vol 43 No. 2 REVISIONS
Title	Copy of COLLEGE CREDIT PLUS PROGRAM
Code	ag2271*LMF
Status	
Adopted	August 1, 2010
Last Revised	October 9, 2023

## 2271 - COLLEGE CREDIT PLUS PROGRAM

The following guidelines are established in accordance with Board of Education policy and the rules of the State Department of Education.

Each year, prior to February 1st, the District shall provide information regarding the College Credit Plus Program ("CCP") to the students currently enrolled in grades six (6) through eleven (11) and to their parents. This information should be provided through multiple and easily accessible resources including, but not limited to, the District's website, student assemblies, written communications to students (either electronically or through hard copy), and joint communication events with institutions of higher education.

The institutions of higher education ("IHE") to which the College Credit Plus Program applies are: both public colleges as defined in R.C. 3365.01 and participating private colleges as defined in R.C. 3365.01.

All courses offered under the College Credit Plus Program must be the same courses included in the partnering IHE's course catalogue for college-level, nonremedial courses, and must apply to at least one (1) degree or professional certification at the partnering college or university.

All instructors teaching a course under the College Credit Plus Program must meet the credential requirements set forth in guidelines and procedures established by the Chancellor of the Ohio Board of Regents. If the guidelines require high school teachers to take any additional graduate-level coursework in order to meet the credential requirements, that coursework will be applicable to continuing education and professional development requirements for the renewal of the teacher's educator license. For high school teachers that are teaching courses for the college at a secondary school under the College Credit Plus Program, the participating IHE will provide at least one (1) professional development session per school year for such teachers and conduct at least one (1) classroom observation per school year for each course that is authorized by the college and taught by a high school teacher to verify that the course meets the quality of a college-level course.

### **Eligibility** (see Form 2271 F2 and Form 2271 F3)

A. Students must be bona fide seventh graders, eighth graders, freshmen, sophomores, juniors, or seniors for the year in which participation is sought. In addition, the student must meet the standards for admission, enrollment, and course placement of the IHE and relevant academic programs.

B. Students must satisfy one (1) of the following criteria:

1. be remediation-free in one (1) of the assessments established under R.C. 3345.061(F) (i.e., uniform statewide standards in mathematics, science, reading, and writing established by college presidents); or
2. meet an alternative remediation-free eligibility option as defined by the Chancellor of Higher Education in consultation with the Superintendent of Public Instruction.

Students who participated in the College Credit Plus program before September 30, 2021, and who qualified to participate in accordance with prior law by scoring within one (1) standard error of measurement below the remediation-free threshold for one (1) of the required assessments and having a cumulative high school grade point average of at least 3.0, or alternatively receiving a recommendation from a school counselor,

principal, or career-technical program advisor, may remain eligible to participate.

- C. A student who has been expelled by this Board is ineligible to enroll during the period of expulsion. The Board may deny high school credit for the College Credit Plus Program, any portion of which is taken during the period of a student's expulsion. If the student has elected to receive both high school and college credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.
- D. In addition, under Federal and State law, male students, who are eighteen (18) years of age or older and who are classified as an Ohio resident by the public college or university they are attending through the College Credit Plus Program, are required to be registered with the Selective Service System. Participating male students are required to provide their Selective Service number to the public college or university within thirty (30) days of their 18th birthday. If such students do not submit their Selective Service number, they will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which they are enrolled.

The student will have the participating college reimbursed by the Ohio Department of Education for all tuition, textbooks, materials, and fees associated with the course, and the student will receive both college credit and high school credit for the course.

During the time a student attends a course in the College Credit Plus Program, the student will be considered attending or enrolled in the District.

A student may not enroll in courses to receive credit toward high school graduation for more than the equivalent of:

- A. four (4) academic school years, if the student so enrolls for the first time in grade nine (9);
- B. three (3) academic school years, if the student so enrolls for the first time in grade ten (10);
- C. two (2) academic school years, if the student so enrolls for the first time in grade eleven (11);
- D. one (1) academic school year, if the student so enrolls for the first time in grade twelve (12).

## Enrollment

- A. ~~To participate in CCP for the following school year, a student (including a home-educated student who resides in the District) or the student's parent must complete~~ By April 1st of each year, a student or the student's parent must complete and submit the Letter of Intent to Participate in College Credit Plus by April 1st to the Principal which signifies the student's intent to participate in the program for the following school year.

To participate in CCP during the upcoming spring semester, a student or their parent must complete and submit Form 2271 F1 to the Principal by November 1.

Prior to submitting the Letter of Intent the student and the student's parents must participate in the special counseling sessions described below and confirm receipt of these counseling services by signing the Statement of Responsibility (Form 2271 F7).

Additionally, a student or the student's parent may inform the student's school of the student's intent to participate in CCP in the next semester by November 1 preceding that semester. Those who provide notification by November 1 shall be approved to participate in the program for the next semester or term only. The deadlines also apply for a student who is home-schooled.

- B. Failure to meet this deadline shall exclude the student from the program for that school year unless written consent is granted by the Principal and the Principal notifies the Department of Education of the student's intent to participate within ten (10) days of the date the student seeks consent. If the Principal does not grant consent, the student may appeal the Principal's decision to the Superintendent. The decision of the Superintendent is final. Participation may be withdrawn by the student or parent at any time upon written notification to the high school administration.
- C. Parents of all students enrolled in a CCP class must sign a permission slip acknowledging that the course content may include mature subject matter that will not be modified based on CCP enrollee participation, regardless of where course instruction occurs. All students participating in an approved CCP class must submit the permission slip to the District within the first month of school or within the first month of the course, absent extenuating circumstances. Additionally, those eligible students receiving secondary credit for their participation in these

programs must submit the required permission slip in accordance with all applicable procedures, policies and deadlines established by the participating college or university.

- D. CCP students shall participate in a mandatory orientation that meets guidelines issued by the Chancellor and the Department, as provided by the IHE.

### **Expulsion Notices to IHE**

When a student is expelled, the Superintendent will send a written notice to any IHE in which the expelled student is enrolled under a College Credit Plus Program at the time the expulsion is imposed. This notice must indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for college courses taken during an expulsion. If the expulsion is later extended, the Superintendent again must notify the IHE.

### **Annual Information Session**

The District will schedule at least one (1) informational session per school year to allow each partnering IHE that is located within thirty (30) miles of the school to meet with interested students and parents. The session will include the benefits and consequences of participation, as well as information concerning eligible courses, and will outline any changes or additions to the requirements of the program. The session will also include information concerning the probation, dismissal, and appeal procedures for underperforming and ineligible students as set forth in Board policy. If there are no partnering IHEs located within thirty (30) miles of the school, the District will coordinate with the closest partnering college to offer an informational session. Multiple high schools within a district and multiple districts may participate together in a combined event, as long as in each instance, parents and students have an opportunity to interact with a representative of, and receive information from, each participating postsecondary Program institution and their secondary school, so they will understand their College Credit Plus Program opportunities.

### **Program Requirements**

Students can choose to enroll in (1) courses taught at the college or university, (2) online courses, if available, or (3) College Credit Plus Program courses taught within the District, if available, or in a combination of the three (3). All students who have enrolled in the IHE under the College Credit Plus Program must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.

For College Credit Plus Program classes taught within the District, such classrooms will consist of students who all follow the same course syllabus, use the same textbook and materials, aspire to achieve the same learning outcomes, and are assessed using the same methods as the college course delivered on the college campus.

With respect to course textbooks (primary resources) and instructional materials (secondary resources) used in CCP classes taught on school grounds by District personnel, those textbooks and instructional materials will be subject to preapproval through the District's internal process and procedures for approval of Supplemental Instructional Materials, as outlined in Board Policy 2520. If the CCP textbook and/or CCP instructional material does not receive the requisite approval, District administration will contact the IHE to determine if that particular textbook and/or instructional material is required by the IHE. If the textbook and/or instructional material is not required, the District will work with the IHE to identify a comparable textbook and/or instructional material that has been/may be approved by the District in accordance with Policy 2520 and that may be approved by the IHE, in order for the students to receive secondary credit. If, however, a CCP textbook and/or instructional material does not receive approval through Policy 2520, and the IHE determines that the textbook and/or instructional material is required for the course, the District will decline to offer the course on school grounds through District personnel.

A District student who is not enrolled in the IHE, but who is in the College Credit Plus classroom must, along with the student's parents, be provided written notice stating the student is not earning college credit and would likely be required to retake the course upon enrollment at an institution of higher education if college credit is desired.

The District will verify that none of its students participating in the College Credit Plus Program is taking more than thirty (30) college credit hours during an academic year and not more than the equivalent of four (4) academic years or 120 college credit hours total through the College Credit Plus Program.

The District will determine the number of college credits a student earned through the College Credit Plus Program by using the following calculation:

- A. Take the number of high school units scheduled by the District for which the student receives only high school credit, then multiply that number by three (3), and then subtract the result from thirty (30). The resulting number shall be the total number of college credits a student participant may earn under the College Credit Plus Program in an academic year.

**OR**

- B. Under the College Credit Plus Program, postsecondary quarter hours are equal to .67 semester hours rounded to the nearest whole number.

The District will determine the amount of high school credit earned through participation in the College Credit Plus Program by using the following calculation:

- A. A College Credit Plus Program course transcribing three (3) or more semester credit hours shall count as one (1) full high school unit.

**OR**

- B. A College Credit Plus Program course transcribing less than three (3) semester hours shall count as the proportional fraction of a high school unit.

The District will ensure that enrollment in a College Credit Plus Program course for which an end-of-course examination is required under Section 3301.0712 of the Ohio Revised Code does not circumvent the participating student's obligation to take the required end-of-course examination.

**Course Eligibility**

A student participating in the College Credit Plus Program shall complete fifteen (15) semester credit hours of Level I courses that may be applied toward a certificate or degree prior to taking a Level II course, except as follows:

- A. A student may take a Level II course in the same subject prior to completing the required fifteen (15) semester credit hours upon successful completion of a Level I course.
- B. A student may take a Level II course that has a Level I course as a prerequisite if the student, in accordance with the course placement guidelines of the IHE in which the student enrolls, has demonstrated by an assessment or other means that the student is academically prepared for the course.
- C. A student may count an advanced placement course or international baccalaureate diploma course completed in the District toward the fifteen (15) semester credit hours of courses with evidence that the student attained the required score on an examination covering the coursework. In the case of an advanced placement course, the required score shall be the passing score set forth in the standards adopted under R.C. 3333.163. In the case of an international baccalaureate diploma course, the required score shall be the passing score specified by the IHE in which the student enrolls that the IHE considers sufficient to award college credit for the course.

After successfully completing fifteen (15) semester credit hours as set forth above, the student may enroll in a Level II course that may be applied toward a certificate or degree.

**Non-Allowable Courses**

- A. an applied course that involves one-on-one private instruction such as instruction in instrumental music, voice, or art;
- B. a course for which the fees (as defined in the rules and R.C. 3345.49) exceed an amount established by the Chancellor of the Ohio Board of Regents;
- C. a study abroad course or similar course;
- D. a physical education course;
- E. a course that is graded on a pass/fail or satisfactory/unsatisfactory basis rather than using letter grades, with the exception of an internship course;

This section does not apply to a transferable course that is graded on a pass/fail basis for all students not participating in the College Credit Plus Program.

- F. a remedial or non-college-level course as prohibited by R.C. 3365.02;
- G. a sectarian course as prohibited by R.C. 3365.02.

If a non-allowable course as set forth above is a part of a predetermined pathway or required sequence of courses leading to a certificate or degree, an IHE, on behalf of one (1) or more students who are enrolled in the IHE through the College Credit Plus Program and have shown progress on that pathway or sequence of courses through their previous coursework, may request the Chancellor of the Ohio Board of Regents to allow payment for the course under R.C. 3365.07.

### **Notifications**

Upon receipt of a student's pre-term notice of admission, the District shall verify that the student is enrolled in an appropriate level of course as defined in the course eligibility rules adopted by the Department of Education. If the student is not enrolled in an appropriate level of course, the District shall notify the student and the student's parents that the student must either withdraw from the course prior to the IHE's prescribed no-fault waiver date or pay all tuition, fees, and textbook costs for the course.

The District will work with each IHE in which the District's students are enrolled under the College Credit Plus Program to verify that the required notifications concerning course eligibility are provided to students.

### **Children of Military Families**

Children of military families participating in a College Credit Plus Program, who must withdraw from the program because of a parent's or guardian's permanent change of station order out of the state to transition from one military installation to another, shall be permitted to do either of the following:

- A. complete participation in the course the student is taking through the College Credit Plus Program for the duration of the semester in which the student is enrolled in an online format, if possible; or
- B. withdraw from the course the student is taking through the College Credit Plus Program without academic or financial penalty.

### **Home-Schooled Students**

Any home-schooled student participating in the College Credit Plus Program shall be required to comply with the course eligibility rules adopted by the Department of Education. The student's parents, however, shall be responsible for verifying that the student is enrolled in an appropriate level of course as defined in the course eligibility rules adopted by the Department of Education and that the student is not enrolled in a non-allowable course.

### **Development of Model Course Pathways**

The District will develop, in consultation with at least one (1) public partnering college or university, two (2) model pathways for courses offered under the College Credit Plus Program. The model pathways will serve as samples of the courses that a student can take toward a specified degree or certificate. One (1) of the model pathways will be a fifteen (15) credit hour pathway and one (1) will be a thirty (30) credit hour pathway. Each pathway shall include courses which, once completed, all apply to at least one (1) degree or professional certification offered at the IHE. The pathways may be organized by desired major or career path or may include various core courses required for a degree or professional certification by the IHE. The Board will publish the pathways among the school's official list of course offerings.

### **Counseling Services** (see Form 2271 F4)

The student and parents must participate in the following counseling services provided by the District. The counseling session may be incorporated into the annual information session provided the District makes alternative dates available for those unable to attend the annual information session. If the counseling session is held separately from the informational session, it will include information concerning the probation, dismissal, and appeal procedures for underperforming and ineligible students as set forth in Board policy, as well as information concerning eligible courses. At the session, students will receive a copy of a permission slip regarding the potential for exposure to mature subject matters/materials in a College Credit Plus course, which must be completed in accordance with Board Policy.

### **Program Eligibility and Credit Options**

#### **Potential Risks and Consequences**

Among the potential risks of participation the student must be willing to accept are:

- A. increased student responsibility for learning because of less instructional guidance;

- B. reduced opportunities to participate in high school co-curricular and extra-curricular activities;
- C. increased financial obligations for tuition, books, materials, and fees, if college credit only is sought;
- D. potential loss of after-school employment opportunities;
- E. possible effect on grade point average and class standing;
- F. possible delay of graduation;
- G. increased time for travel, study, etc.;
- H. exposure to mature subject matter and materials, including those of a graphic, explicit, violent, or sexual nature that will not be modified because of the student's participation.

**Potential benefits are:**

- A. expanded curriculum offerings;
- B. opportunities to study in more depth those areas of special interest or need;
- C. opportunities to earn college credits while still in high school;
- D. opportunities for financial support for taking college courses while still in high school;
- E. opportunities to experience college-level work and life prior to making final decisions about whether and/or where to attend college.

**College Acceptance and Scheduling**

Participation is contingent upon admission to the IHE. The District will assist the student in gaining admission by providing transcripts and other related documents but will accept no responsibility if the student is not accepted by the IHE. Students who are awaiting acceptance should register for District classes as if they were not participating in the program. Schedule changes will then be made prior to the start of each semester for those students who receive notice of admission which must be provided by the IHE, in writing, to the student, the District, and the Department of Education within ten (10) days of acceptance.

**Participating Institutions of Higher Education**

The District will maintain a list of all IHEs that currently participate in the program.

- A. In the event that the student withdraws from the college class for high school credit within the first two (2) weeks of the college course, the student will be re-enrolled in the high school class(es) that were previously dropped.
- B. Reasonable efforts will be made in scheduling to accommodate the needs of students who will be leaving the school campus in order to participate in this program. However, scheduling conflicts are not the responsibility of the District. Revising the master schedule and/or unduly overloading classes are not required in order to accommodate schedule requests.

**Financial Arrangements**

Students who elect to take the college course for college credit only will have the financial responsibility for tuition, textbooks, materials, and fees. The Board accepts no financial responsibility for those students who will be paying for their own tuition, fees, or textbooks. Those arrangements are between the college and the student and/or the student's parents.

Students assume no financial obligations if they elect to take the college course for college and high school credit. Tuition, textbooks, materials, and fees are assumed by the Board. Should students fail to complete a course taken for credit (whether through a formal class drop process or through nonattendance reasons other than those normally accepted by the school administration), any and all financial obligations assumed by the Board will default to the students and their parents.

Unless the student was expelled by the school, the Superintendent or chief administrator will not seek reimbursement from a participant or a participant's parent if the participant is identified as economically disadvantaged according to rules adopted by the Department of Education and these guidelines.



### **Process for Granting Academic Credits**

When students elect to receive high school credit for college courses, credit will be awarded for successful completion of courses in accordance with the following guidelines:

- A. If a student is expelled from the District's schools, the Principal may deny high school credit for any College Credit Plus Program courses taken during the expulsion.
- B. If a college withdraws its acceptance of an expelled student who elected to take courses for high school credit only, the District shall not award high school credit for the college courses in which the student was enrolled at the time the college withdrew its acceptance.
- C. The policy for awarding grades and the calculation of class standing for College Credit Plus courses shall not disadvantage students who choose to participate in the College Credit Plus Program rather than in other advanced standing programs. All courses within the same academic subject area will provide the same value for all advanced standing courses, including College Credit Plus, advanced placement, international baccalaureate, and honor courses.

### **Criteria for Transportation Aid**

All students participating in the College Credit Plus Program will be responsible for their transportation to and from their homes and the college or to and from the District school and the college.

If the District provides transportation to its students in grades eleven (11) and twelve (12), the parent of a student participating in College Credit Plus may apply to the Board for full or partial reimbursement for the necessary costs of transporting the student between the secondary school the student attends and the IHE in which the student is enrolled.

### **Available Student Services**

Students enrolled in the College Credit Plus Program will be entitled to all student services provided to any other of the District's school students (counseling, health, etc.). However, these services will be provided only while the students are on the school campus and only upon request. It is also the students' responsibility to keep themselves informed of academic and other requirements for all students who attend the school.

### **Consequences of Failing or Not Completing a Course**

- A. If students withdraw from the college course(s) within the first two (2) weeks of the course, they will be rescheduled for the appropriate District course(s), and no record of the college course will appear on the transcript. However, if students withdraw from the college course(s) after two (2) weeks of the classes, the course will appear on the transcript and will carry a grade of Withdrawn/Failing, which will be computed in the same manner as a failing grade on the high school transcript.
- B. Any course taken for high school credit at an IHE and completed (or recorded as Withdrawn/Failing) will be clearly identified on the transcript along with the name of the IHE where the work was undertaken.

### **Effect on Completion of Graduation Requirements**

Students may use college courses for credit toward high school graduation. However, it is the responsibility of participating students and parents to be sure that the courses undertaken will meet the graduation requirements for the students. Upon acceptance by the IHE, students should schedule an appointment with a high school counselor to develop a written schedule showing courses to be taken at the high school and at the IHE as well as all graduation requirements remaining to be met. No high school graduation requirements shall be waived for any student as a result of participation in this program.

### **Academic and Social Responsibilities of Students and Parents**

- A. When attending either regular classes or co-curricular/extra-curricular activities at the high school, students participating in this program will be expected to abide by all Board policies and the Student Code of Conduct. Students and their parents assume all responsibility and liability related to attendance at an IHE and must agree to hold harmless the Board of Education, the administration, and the staff for any incidents arising out of participation in this program.
- B. Students must meet all requirements and standards established by the college and assume responsibility for attendance and behavior.

### Information and Encouragement to Use College Counseling Services

The school counselors, during the individual counseling sessions, shall make available any information provided by the IHE concerning its counseling services. In addition, counselors should encourage students and their parents to utilize counseling services available at the college to better ensure successful completion of the college courses.

### Grade Point Computation and Reporting of Grades

- A. For those college courses taken for high school credit, the grade for that course will be computed at the end of the next regular grading period at the high school following the receipt of an official transcript from the IHE. All grades to be entered on the high school transcript must be taken from an official transcript from the IHE. Should there be an urgent need for a letter grade, notification on official letterhead from the college instructor advising of the grade will be accepted to verify the grade.
- B. Eligibility for co-curricular and extra-curricular activities, in accordance with Board Policy 2430, and Policy 2431, will be affected if courses are taken for high school credit. Students will be provided Form 2271 F2 and asked to have their instructor fill it out.
- C. The student and parents must receive the standard packet of information for the College Credit Plus Program developed by the Chancellor of the Ohio Board of Regents pursuant to R.C. 3365.15.

### Economically Disadvantaged Students

No student considered to be economically disadvantaged shall be charged for anything related to College Credit Plus Program participation.

A student will be considered economically disadvantaged for the purpose of the College Credit Plus Program participation if the student is either a member of a household that meets the income eligibility guidelines for free or reduced-price meals, less than or equal to 185% of Federal poverty guidelines under the provisions of the National School Lunch Act, 42 U.S.C. 1758, **or** a member of a household that participates in at least one (1) of the following programs:

- A. Medicaid;
- B. food stamps;
- C. supplementary security income (SSI);
- D. Federal public housing assistance or Section 8 (a Federal housing assistance program administered by the department of housing and urban development);
- E. low-income home energy assistance program.

Once the District determines that a student is economically disadvantaged, any of the student's siblings who attend school within the District will automatically be considered economically disadvantaged by the District without the District collecting its own data on that family.

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A.C. 3333.1-65.13

R.C. 3313.613, 3345.32, 3365.01 through 3365.09

"Military Selective Service," 62 Stat. 604, 50 U.S.C. App. 453, as amended

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340*LMF
Status	
Adopted	August 12, 2009
Last Revised	May 9, 2013

## 2340 - **FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should help students relate school experiences to the reality of the world outside of school.

For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that the staff members/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at the staff member's/his/her earliest opportunity.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State.

Proposals for such trips should be submitted for review and approval by duly authorized school officials by October 15th of each school year or a minimum of two (2) months prior to the activity, such as overnight trips related to co-curricular/athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.

The Superintendent shall approve all other such trips. The Superintendent may approve overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.

**In accordance with State law, members of the opposite biological sex are prohibited from sharing overnight accommodations.**

Students may be charged fees, including, but not limited to, admission fees, for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;
- J. (X ) provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's his/her charge is imperiled.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled round trip from the point of exit and entry of the State is more than 1000 miles.

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Legal                      A.C. 3301-83-12, 3301-83-16(A)(B)(E)  
                                  Auditor of State Bulletin 2000-006  
                                  R.C. 3327.15

Book	Administrative Guideline Manual
Section	Vol 43 No. 2 REVISIONS
Title	Copy of OVERNIGHT TRIPS (District-Sponsored)
Code	ag2340C*LMF
Status	
Adopted	August 1, 2010
Last Revised	August 21, 2018

### 2340C - **OVERNIGHT TRIPS (District-Sponsored)**

In compliance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, the following guidelines are to be followed whenever a staff member seeks Board approval for a trip on which the students will be away from home for one (1) or more nights.

The Superintendent will not recommend approval by the Board unless a plan based on answers to the questions on the Proposal Form for Overnight/Extended Student Trip Form 2340 F2b has been prepared and approved by the principal(s) of the school(s) which the students attend. In addition, if the trip involves the use of a travel agent or tour provider to arrange for transportation, rooms, or any other aspect of the trip, the staff member submitting the proposal must confirm that the company is:

- licensed to operate in this State;
- bonded (i.e., the company maintains a bond in the name of the Board in the amount of any funds paid by the Board to the company, which could be utilized to reimburse the Board if the company fails to fulfill the terms of its contract with the Board);
- properly insured for the proposed trip including a summary of the nature and extent of the coverage;
- in compliance with Federal laws regarding accessibility for and rights of those with disabilities.

This information must be confirmed, in writing, and attached to the trip proposal. No trip involving a travel agent or tour promoter will be approved without this confirmation and, therefore, will be considered a nonsponsored trip subject to AG 2340D.

It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the Board.

All such requests are to be submitted to the Superintendent by October 15th or a minimum of two (2) months prior to the activity. Exceptions may be considered if overnight trips are necessary for students to continue participation in a previously scheduled event or competition. The professional staff member who will be in charge of the trip is responsible for preparing the proposal, reviewing it with the relevant principals, and obtaining written approval from each.

**In accordance with State law, members of the opposite biological sex are prohibited from sharing overnight accommodations.**

The proposal will be reviewed by the Superintendent and submitted to the Board with ~~the Superintendent's~~ his/her recommendation for or against approval. Pursuant to Policy 2340, prior Board approval is not required for overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.

Once approved, the professional staff member in charge will be responsible for conducting the trip as planned (See AG 2340F - Chaperones). If changes in the plan are necessary, such changes are to be submitted to the principal(s) for approval and/or for subsequent approval by the Superintendent or Board.

All volunteers for overnight trips must have a background check at least thirty (30) days prior to the trip and must be Board approved. Volunteers may also be required to have Medication Administration and Diabetes training.

Prior to the start of an approved overnight trip, the staff member in charge must comply with the procedures for any District-sponsored trip (AG 2340B).

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN EXTRA-CURRICULAR ACTIVITIES
Code	po2430.02*LMF
Status	
Adopted	August 24, 2015
Last Revised	February 26, 2018

#### 2430.02 - **PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN EXTRA-CURRICULAR ACTIVITIES**

A student enrolled in a community school established under R.C. Chapter 3314 or in a science, technology, engineering, and mathematics ("STEM") school established under Chapter 3326 and entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65, shall be provided with the opportunity to participate in any extra-curricular activities offered by the District.

The eligible community or STEM school student may participate in any extra-curricular activities offered by the school building to which the student would otherwise be assigned. In the event the District operates more than one (1) school building at the student's grade level, the student may participate in those extra-curricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01.

~~[ ] The Superintendent may grant any home-educated student or any student enrolled in a qualifying school or a different school district, regardless of whether the Superintendent's district is the student's resident district, the opportunity to participate in interscholastic athletics at a school in the District, if the student was subject to any of the following by a school official, employee, or volunteer, or another student, from the district or school in which the student is enrolled or the district in which the student is participating in interscholastic athletics under R.C. 3313.537, 3313.5311, or 3313.5312: harassment, intimidation, or bullying; a qualifying offense for which the school official, employee, or volunteer, or another student, has been either of the following: charged with, indicted for, convicted of, or pled guilty to committing; alleged to be or is adjudicated a delinquent child for committing; conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the State Board of Education. The Superintendent will document the reason(s) for granting participation under this policy. To be eligible, a student who is enrolled in a nonpublic, community, or other public school 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-educated students will be subject to the same rules of participation and the same fees that are applied to any other participant. The District will not penalize or restrict eligibility to participate in District interscholastic athletics for students who cease to participate in interscholastic athletics elsewhere during the school year and begin to participate in District programs after being subject to bullying or any other types of offenses listed in this Policy. [END OF OPTION]~~

#### **Eligibility Requirements**

In order to participate in any extra-curricular activity, an eligible community or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible community or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extra-curricular activity. Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extra-curricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a College Credit Plus Program college credit plus program as long as the student fulfills all academic, nonacademic, and financial requirements.

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Legal

R.C. 3313.5314, 3313.537



Book	Policy Manual
Section	Vol 43 No. 2 REVISIONS
Title	Copy of SPECIAL EDUCATION
Code	po2460*LMF
Status	
Adopted	August 12, 2009
Last Revised	February 26, 2018

## 2460 - SPECIAL EDUCATION

The Board of Education is committed to providing a free appropriate public education ("FAPE") to children with disabilities **between the ages of three (3) and twenty-one (21), inclusive, who have been** identified in accordance with applicable State and Federal laws, rules, and regulations. This includes **children with disabilities who have been suspended or expelled from school, failed or been retained in a course or grade, and are advancing from grade to grade. It further includes students with disabilities** ~~students~~ who are confined to community corrections facilities or juvenile detention centers. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs ("IEPs") and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration subject to their continued eligibility for services and subject to exceptions related to security and safety.

In order to satisfy the requirements of the Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of **Education and Workforce ("DEW")** ~~Education's Office of Exceptional Children (ODE OEC)~~, which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ~~DEW~~ ~~ODE OEC~~ are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("**IDEA**" ~~IDEIA~~), the regulations implementing the ~~IDEA~~ ~~IDEIA~~, the **Ohio** Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of **the** Model Policies ~~and Procedures~~ are available at the office of the Board of Education.

Revised 1/4/10

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Legal	R.C. 3323.05, 3323.051, 3323.08 A.C. 3301-51-01 et seq., 3301-51-02(F) IDEIA, 20 U.S.C. 1400 et seq. 34 C.F.R. Part 300
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Book	Administrative Guideline Manual
Section	Vol 43 No. 2 REVISIONS
Title	Copy of SPECIAL EDUCATION
Code	ag2460*LMF
Status	
Adopted	August 1, 2010

#### 2460 - **SPECIAL EDUCATION**

The District shall follow and comply with the general guidelines outlined in the Special Education Model Policies and Procedures ("Model Policies") identified in Board Policy 2460 and on file in the Office of Pupil Services. Said guidelines shall be interpreted in a manner that is consistent and compliant with the Individuals with Disabilities Education Improvement Act of 2004 (**"IDEA"**) ~~(IDEIA)~~ and its implementing regulations, and the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("**Ohio** Operating Standards") set forth in the Ohio Administrative Code.

While the Model Policies are comprehensive, the District recognizes its obligation to follow all relevant laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of INTER-DISTRICT OPEN ENROLLMENT
Code	po5113*LMF
Status	
Adopted	August 12, 2009

**5113 - INTER-DISTRICT OPEN ENROLLMENT**

The Board of Education shall not allow students from other school districts to enroll in programs of this District on a nontuition basis or under an open-enrollment plan.

A student enrolled as a result of the student's parent being an active duty member of the U.S. armed forces shall not be required to pay tuition for the child's enrollment in the District and shall be considered as an "other district student." As such, the student shall be eligible to receive transportation services in accordance with Ohio Revised Code 3313.981.

Legal	R.C. 3313.98
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Book Administrative Guideline Manual

Section Policies Adopted by the Board 03.10.25

Title Vol. 43, No. 2 - January 2025 Replacement ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT

Code ag5113\* LMF

Status

### **Replacement Guideline - Vol. 43, No. 2**

#### **5113 - ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT**

**[DRAFTING NOTE: Select the following language if the Board selected OPTION #1 of Policy 5113]**

~~Each principal shall notify the \_\_\_\_\_ by \_\_\_\_\_ [date for the first semester] and \_\_\_\_\_ [date for the second semester] of the programs and classrooms that have space available for students who have a parent who is an active duty member of the U.S. armed forces stationed in Ohio ("students of military personnel") ( ) and for tuition students [END OF OPTION].~~

Projected enrollment of native students and applications from students of military personnel, in accordance with Policy 5113, ~~( ) and tuition students [END OF OPTION]~~ are to be determined by the Assistant Superintendent no later than August 1st [date for the first semester] and January 1st [date for the second semester].

#### **Application for Admission**

- A. ☒ The number of openings in a particular program for students of military personnel will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.
- B. ☒ Applications for admission from students of military personnel may be submitted to the \_\_\_\_\_ in this District or to the student's principal in the student's home school. If the application is submitted to the principal of the home school, the home school principal should refer it to the \_\_\_\_\_ in this District.
- C. ☒ Applications from ~~( ) tuition students and [END OF OPTION]~~ students of military personnel (whose parent remains on active duty and stationed in the District), previously enrolled under the provisions of this guideline or Board Policy 5113, shall be given priority over applications from new students of military personnel.
- D. ☒ When a student of military personnel or the student's home school district requests an application, the student will be informed of the prerequisites for each program or course of study in which enrollment is sought. No student of military personnel will be enrolled in a program or course of study who has not met the prerequisites established for native District students. ~~( ) and tuition students [END OF OPTION].~~
- E. ~~( ) The applications of students of military personnel shall be revoked in reverse order of acceptance (last in first out) if enrollment, at any time prior to the start of the school year, of a new native student ( ) or an application from a tuition student [END OF OPTION] brings the enrollment of District students to optimum size. However, students of military personnel who have begun the program shall be allowed to complete the school year.~~
- F. ☒ Applications from students of military personnel who have an individualized education program ("IEP") shall not be considered if the services described in the student's IEP are not available in the District's schools.
- G. ~~( ) Upon request, the \_\_\_\_\_ shall notify the parent of a student of military personnel of the programs and schools that have space available for open-enrolled students pursuant to Policy 5113.~~
- H. ☒ The District shall not discriminate against any students with disabilities ("IDEA" or "Section 504"). The District, however, is not required to provide any services or adapt any facilities not already available to native District students with disabilities. If a student of military personnel ~~or a student from an adjacent district~~ becomes eligible for protection under Section 504 or the staff determines that a student of military personnel ~~or student from an~~

adjacent district is IDEA-eligible (i.e., eligible for specially designed instruction and related services under the IDEA in accordance with an IEP), it will provide appropriate services. The student, however, must agree to attend the District school at which the identified services are currently available. If any services must be obtained elsewhere, the **Director of Pupil Services** shall notify the home district to determine if it wants to arrange for the services or have the District arrange for them at the home district's expense.

- I. ~~( ) Enrollment in a program or school shall be subject to an agreement that transportation of the student from the home district to the District school or to a scheduled in-District bus stop is provided for by the student, the student's parents, or the adjacent/home district. Exceptions to this requirement may be made with respect to students with disabilities.~~
- J. ~~( ) Applications from students of military personnel may be rejected if the racial balance of the home district or this District's program, classroom, or school would be negatively impacted, as defined in Policy 5113.~~
- K. **(X)** Applications from students of military personnel may ~~also~~ be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester.

#### **[END OF LANGUAGE FOR DISTRICTS THAT SELECTED OPTION #1 OF POLICY 5113]**

#### **[DRAFTING NOTE: for Districts selecting Policy 5113 OPTION #2 Open Enrollment from Adjacent Districts]**

Each principal shall notify the \_\_\_\_\_ by \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]** of the programs and classrooms that have space available for students from adjacent districts and students who have a parent who is an active duty member of the U.S. armed forces stationed in Ohio ("students of military personnel") **( )** and for tuition students **[END OF OPTION]**.

Projected enrollment of native students and applications from students from adjacent districts in accordance with Policy 5113 **( )**, and tuition students, **[END OF OPTION]** are to be determined by the \_\_\_\_\_ no later than \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**.

The \_\_\_\_\_ shall inform the adjacent districts of the availabilities for inter-district open enrollment by no later than \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**.

#### **Application for Admission**

- A. **( )** The number of openings in a particular program for students of military personnel and students from adjacent districts will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.
- B. **( )** Applications for admission from students from adjacent districts and from students of military personnel may be submitted to the \_\_\_\_\_ in this District or to the student's principal in the student's home school. If the application is submitted to the principal of the home school, the home school principal should refer it to the \_\_\_\_\_ in this District.
- C. **( )** Applications from students from adjacent districts will not be considered until \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**.
- D. **( )** Applications from **( )** tuition students and **[END OF OPTION]** students of military personnel (whose parent remains on active duty and stationed in Ohio and any adjacent-district student previously enrolled under the provisions of this guideline or Board Policy 5113 shall be given priority over applications from new students from adjacent districts or new students of military personnel.
- E. **( )** When a student from an adjacent district, a student of military personnel, or the student's home school district requests an application, the student will be informed of the prerequisites for each program or course of study in which enrollment is sought. No student of military personnel or a student from an adjacent district will be enrolled in a program or course of study who has not met the prerequisites established for native District students **( )** and tuition students **[END OF OPTION]**.
- F. **( )** The final date for considering applications for students from adjacent districts is \_\_\_\_\_. The applications of students of military personnel or students from adjacent districts shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time prior to the start of the school year, of a new native student **( )**, or an application from a tuition student, **[END OF OPTION]** brings the enrollment of District students to optimum size. However, students of military personnel who have begun the program shall be allowed to complete the school year.

Students from adjacent districts who have begun the program shall be allowed to complete ( ) the semester ( ) the school year **[END OF OPTION]**.

- G. ( ) Applications from students from adjacent districts who have an individualized education program ("IEP") shall not be considered if the services described in the student's IEP are not available in the District's schools.
- H. ( ) Other enrollment factors being equal, students from adjacent districts will be accepted on the basis of the date of receipt of the application. Revocations of application or transfers back to the students' home school districts will be in reverse order of date received.
- I. ( ) The parents of the student from an adjacent district and the student from military family, as well as the principal of the student's home school, will be notified, using Form 5113 F1, of their acceptance by the \_\_\_\_\_ no later than \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**. If the student is not accepted, the District will send to the student Form 5113 F2 no later than \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**.
- J. ( ) The \_\_\_\_\_ shall notify all adjacent districts by \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]** of the programs and schools that have space available for adjacent-district students as well as provide each with a copy of the procedures that the District will use to consider applications for inter-district open enrollment. The \_\_\_\_\_ shall also provide such information, upon request, to the parent of any adjacent district student or the parent of a student of military personnel.
- K. ( ) The District shall not discriminate against any students with disabilities ("IDEA" or "Section 504"). The District, however, is not required to provide any services or adapt any facilities not already available to native District students with disabilities. If a student from an adjacent district becomes eligible for protection under Section 504 or the staff determines that a student from an adjacent district is IDEA-eligible (i.e., eligible for specially designed instruction and related services under the IDEA in accordance with an IEP), it will provide appropriate services. The student, however, must agree to attend the District school at which the identified services are currently available. If any services must be obtained elsewhere, the \_\_\_\_\_ shall notify the adjacent district to determine if it wants to arrange for the services or have the District arrange for them at the adjacent district's expense.
- L. ( ) Enrollment in a program or school shall be subject to an agreement that transportation of the student from an adjacent/home district to the District school or to a scheduled in-District bus stop is provided for by the student, the student's parents, or the adjacent/home district. Exceptions to this requirement may be made with respect to the students with disabilities.
- M. ( ) Applications from students of military personnel or students from adjacent districts may be rejected if the racial balance of the adjacent/home district or this District's program, classroom, or school would be negatively impacted, as defined in Policy 5113.
- N. ( ) Applications from students of military personnel or students from adjacent/home districts may also be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester.

**[END OF OPTION FOR ADJACENT DISTRICT OPEN ENROLLMENT (OPTION #2)]**

**[DRAFTING NOTE: for Districts selecting Policy 5113 OPTION #3 Open Enrollment from Another Ohio District]**

Each principal shall notify the \_\_\_\_\_ by \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]** of the programs and classrooms that have space available for students from another Ohio district ( ) and for tuition students **[END OF OPTION]**.

Projected enrollment of native students and applications from students from other Ohio districts in accordance with Policy 5113 ( ), and tuition students, **[END OF OPTION]** are to be determined by the \_\_\_\_\_ no later than \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**.

The \_\_\_\_\_ shall inform only the adjacent districts of the availabilities for inter-district open enrollment by no later than \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**.

**Application for Admission**

- A. ( ) The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students

that can be accommodated without increasing District expenditures for staff or equipment.

- B. ( ) Applications for admission from students from other Ohio districts may be submitted to the \_\_\_\_\_ in this District or to the student's principal in the student's home school. If the application is submitted to the principal of the home school, the home school principal should refer it to the \_\_\_\_\_ in this District.
- C. ( ) Applications from students from other Ohio districts will not be considered until \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**.
- D. ( ) Applications from ( ) tuition students and **[END OF OPTION]** any other district or other school district students previously enrolled under the provisions of this guideline or Board Policy 5113 shall be given priority over applications from new students from other Ohio districts.
- E. ( ) When a student from another Ohio district or the student's home school district requests an application, the student will be informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another Ohio district will be enrolled in a program or course of study who has not met the prerequisites established for native District students ( ) and tuition students **[END OF OPTION]**.
- F. ( ) The final date for considering applications for students from other Ohio districts is \_\_\_\_\_. The applications of students from other Ohio districts shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time prior to the start of the school year, of a new native student ( ) or an application from a tuition student **[END OF OPTION]** brings the enrollment of District students to optimum size. However, students from other Ohio districts who have begun the program shall be allowed to complete ( ) the semester ( ) the school year **[END OF OPTION]**.
- G. ( ) Applications from students from other Ohio districts who have an individualized education program ("IEP") shall not be considered if the services described in the student's IEP are not available in the District's schools.
- H. ( ) Other enrollment factors being equal, students from other Ohio districts will be accepted on the basis of the date of receipt of the application. Revocations of application or transfers back to the students' home schools will be in reverse order of date received.
- I. ( ) The parents of the student from another Ohio district as well as the principal of the student's home school will be notified, using Form 5113 F1, of their acceptance by the \_\_\_\_\_ no later than \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**. If the student is not accepted, the District will send to the student Form 5113 F2 no later than \_\_\_\_\_ **[date for the first semester]** and \_\_\_\_\_ **[date for the second semester]**.
- J. ( ) Upon request, the \_\_\_\_\_ shall provide information about the programs and schools that have space available for other district students, as well as a copy of the procedures the District will use to consider applications for inter-district open enrollment, to the requesting school district(s) and/or parents of any students anywhere in Ohio.
- K. ( ) The District shall not discriminate against any students with disabilities ("IDEA" or "Section 504"). The District, however, is not required to provide any services or adapt any facilities not already available to native District students with disabilities. If a student from another Ohio district becomes eligible for protection under Section 504 or the staff determines that a student from another Ohio district is IDEA-eligible (i.e., eligible for specially designed instruction and related services under the IDEA in accordance with an IEP), it will provide appropriate services. The student, however, must agree to attend the District school at which the identified services are currently available. If any services must be obtained elsewhere, the \_\_\_\_\_ shall notify the other Ohio district to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense.
- L. ( ) Enrollment in a program or school shall be subject to an agreement that transportation of the student from another Ohio district to the District school or to a scheduled in-District bus stop is provided for by the student, the student's parents, or the other Ohio district. Exceptions to this requirement may be made with respect to students with disabilities.
- M. ( ) Applications from students from other Ohio districts may be rejected if the racial balance of the other Ohio district or this District's program, classroom, or school would be negatively impacted, as defined in Policy 5113.
- N. ( ) Applications from students from other Ohio districts may also be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester.

**[END OF OPTION FOR OPEN ENROLLMENT FROM ANOTHER OHIO DISTRICT (OPTION #3)]**

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Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of ASSIGNMENT WITHIN DISTRICT
Code	po5120*LMF
Status	
Adopted	August 12, 2009

#### 5120 - **ASSIGNMENT WITHIN DISTRICT**

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

No assignment to schools or attendance schedules shall discriminate against students on the basis of **race, color, national origin, sex** ~~(including sexual orientation and gender identity)~~, **disability, religion, or ancestry.** ~~gender, race, religion, disability, or national origin.~~

The Superintendent shall assign incoming transfer students to such schools, grades, and classes as may afford each student the **opportunity to achieve their educational potential** ~~greatest likelihood of realizing fullest educational potential.~~

The ~~Principal/principal~~ shall assign students ~~in his/her school~~ to appropriate grades, classes, or groups **within the Principal's building.** This action shall be based on consideration of the needs of the student as well as the administration of the school.

Legal R.C. 3313.48, 3313.49, 3319.01

Book	Administrative Guideline Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of ASSIGNMENT TO CLASS AND GRADE
Code	ag5120*LMF
Status	
Adopted	August 1, 2010

## 5120 - **ASSIGNMENT TO CLASS AND GRADE**

The following guidelines shall be followed in assigning students to classes and grades.

- A. ~~The Principal, after consultation with relevant staff, shall assign students to their grade and class(es). Assignments to class and grade shall be made by the principal after consultation with relevant staff.~~
- B. Placement **decisions** will be based on several factors including the **student's intellectual/cognitive intellectual**, physical, social, and emotional development **as observed by staff and discerned through available data of the student as revealed by the use of available data and observations of the staff.**

The following procedures shall be followed **when a student is transferred in a transfer of a student** within a school:

1. **A student, a student's parent, or a professional staff member may initiate consideration of a transfer by submitting a written request along with an explanation/reason for the proposed transfer to the Principal. The Principal may also independently initiate a transfer request. A written or verbal request shall be made to the principal by the parent of the student, a professional staff member, or by a student. Transfer requests may also be initiated by the principal.**
2. After consultation with ~~the~~ appropriate personnel, **the \_\_\_\_\_ shall determine the merits of the request.** ~~a determination regarding the request shall be made by the principal.~~
3. **(X ) If the Principal, a professional staff member, or a minor student initiates the transfer request, the Principal will notify the student's parents of the request and the reasons it may be beneficial to the student or necessary to maintain program effectiveness. The District will inform the parents of their rights of appeal if they do not agree with the transfer.**

~~The following procedures shall be followed when a student is transferred to a different building within the District and the transfer is not pursuant to the Board's intradistrict enrollment process:-~~

1. **( ) A student, a student's parent, or a professional staff member may initiate consideration of a transfer by submitting a written request along with an explanation/reason for the proposed transfer to the student's current Principal or the Superintendent. A student's current Principal or the Superintendent may also independently initiate a transfer request.**
2. **( ) After consultation with appropriate personnel, the \_\_\_\_\_ shall determine the merits of the request.**
3. **( ) If the Superintendent, Principal, a professional staff member, or a minor student initiates the transfer request, the Superintendent will notify the student's parents of the request and the reasons it may be beneficial to the student or necessary to maintain program effectiveness. The District will inform the parents of their rights of appeal if they do not agree with the transfer.**

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of Vol. 43, No. 2 - January 2025 Technical Correction STUDENT TRANSFERS
Code	po5131
Status	

### **Technical Correction Policy - Vol. 43, No. 2**

#### **5131 - STUDENT TRANSFERS**

The Board of Education recognizes the value to a student to participate in the interscholastic athletic program providing it does not interfere with the student's academic program and the student meets all of the requirements of the Ohio High School Athletic Association.

☐ The Board will send the necessary release to the ~~Executive Director~~ Commissioner of the OHSAA for a student who has transferred to another district but resides in this District, providing the student meets all other eligibility requirements. **[END OF OPTION]**

☒ The Board, however, does not condone a student transferring to another district, while still residing in this District, for the express purpose of participating in the other district's athletic program. Therefore, it will not take the necessary formal action to release the student from the district. **[END OF OPTION]**

~~The Superintendent may grant any home educated student or any student enrolled in a qualifying school or a different school district, regardless of whether the Superintendent's district is the student's resident district, the opportunity to participate in interscholastic athletics at a school in the District, if the student was subject to any of the following by a school official, employee, or volunteer, or another student, from the district or school in which the student is enrolled or the district in which the student is participating in interscholastic athletics under R.C. 3313.537, 3313.5311, or 3313.5312:~~

- ~~A. harassment, intimidation, or bullying;~~
- ~~B. a qualifying offense for which the school official, employee, or volunteer, or another student, has been either of the following:~~
  - ~~1. charged with, indicted for, convicted of, or pled guilty to committing;~~
  - ~~2. alleged to be or is adjudicated a delinquent child for committing;~~
- ~~C. conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the state board of education.~~

~~The Superintendent will document the reason(s) for granting participation under this policy. To be eligible, a student who is enrolled in a nonpublic, community, or other public school 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 educated students will be subject to the same rules of participation and the same fees that are applied to any other participant. The District will not penalize or restrict eligibility to participate in District interscholastic athletics for students who cease to participate in interscholastic athletics elsewhere during the school year and begin to participate in District programs after being subject to bullying or any other types of offenses listed in this Policy.~~

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Legal	R.C. 3313.20
	Handbook of the Ohio High School Athletic Association, Bylaw 4, Student Eligibility

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of Vol. 43, No. 2 - January 2025 Revised RELEASED TIME FOR RELIGIOUS INSTRUCTION DURING THE SCHOOL DAY
Code	po5223*LMF
Status	
Adopted	August 12, 2009
Last Revised	December 12, 2016

### **Revised Policy - Vol. 43, No. 2**

#### **5223 - RELEASED TIME FOR RELIGIOUS INSTRUCTION DURING THE SCHOOL DAY**

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Students ~~shall may~~ be provided "released time" **during the school day** ~~from school~~ to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- A. student's parent or guardian gives consent in writing;
- B. sponsoring entity maintains attendance records and makes them available to the District;
- C. sponsoring entity provides and assumes liability for the student; and
- D. student assumes responsibility for any missed school work.

Transportation of students to and from ~~released time~~ **Released Time** instruction is the complete responsibility of the sponsoring entity, the parent, guardian, and/or student. The Board of Education, its members, and employees are immune from liability for any injuries arising from transportation to and from ~~released time~~ **Released Time** instruction. Further, no Board funds will be expended for, and no District personnel shall be involved in, the provision of religious instruction.

**The District shall collaborate with a sponsoring entity to identify a time for religious instruction to be offered during the school day.**

**[X] Students shall not be excused from a core curriculum subject course to attend released time instruction.** ~~[ The Board deems all graded courses to be core curriculum including, but not limited to, courses that have State approved learning standards. END OF OPTION~~

#### **~~[OPTION]~~**

~~[ ] High school students may earn up to two (2) units of high school credit for coursework completed during released time~~ **Released Time instruction. Such credits may substitute for credits required pursuant to R.C. 3313.603(C)(8).**

~~The Board will evaluate the course based on secular criteria including, but not limited to:~~

- A. ~~the number of hours of instructional time;~~
- B. ~~a review of the course syllabus that reflects course requirements and materials used;~~
- C. ~~the assessment methods used in the course; and~~
- D. ~~the instructor's qualifications, which shall be similar to the qualification of other teachers in the District.~~

~~The decision as to whether to provide credit for a specific released time~~ **Released Time religious instruction course will be neutral as to religious content and will not involve any test for religious content or denominational affiliation.**

**[END-OF-OPTION]****-OPTION**

Released time instruction will be limited to \_\_\_\_\_ **ENTER NUMBER** day(s) per school \_\_\_\_\_ **QUARTER, SEMESTER, YEAR, ETC.**, as established by the Superintendent, and shall not exceed \_\_\_\_\_ **ENTER AMOUNT** minutes, inclusive of travel.

**END-OF-OPTION****OPTION (if selected, choose one (1) of the following two (2) paragraphs)**

Private entities proposing to provide religious instruction during released time as set forth herein shall be required to provide the District with criminal records checks for any and all of their instructors and volunteers providing a released time course in religious instruction. Criminal records checks will be at no cost to the Board and any private entity proposing to provide religious instruction during the released time must provide updated documentation of such checks if/when their staffing changes. The District will not release students to the private entity for religious instruction release time if any criminal background check indicates conviction of an offense which would preclude an individual from employment in an Ohio public school district and/or should the Board determine that the private entity did not complete a satisfactory criminal background check on any subsequent/new instructor or volunteer. Criminal background check documentation must be provided to the Board upon request.

**OR**

It is the responsibility of any private entity providing religious instruction during release time from the school day to annually submit to the Board an acknowledgment that it has completed criminal background checks on all instructors and volunteers engaged in a course in religious instruction and certifying that no such individual has a criminal conviction which would otherwise prevent them from being employed with an Ohio public school district. In addition, the acknowledgment will include an affirmation by the private entity of its ongoing obligation to complete and maintain such checks on all such instructors and volunteers if/when staffing changes. The District will not release students to a private entity for religious instruction release time if the entity fails to provide the acknowledgment and/or to satisfactorily complete follow up criminal background checks as needed. Criminal background check documentation must be provided to the Board upon request.

**END-OF-OPTION****OPTION**

Any private entity providing religious instruction during the school day must agree that it will not provide participating students with any materials, snacks, clothing, candies, trinkets, or other items for their return to school. The District will not release students for religious instruction release time to any private provider that fails to adhere to this prohibition.

**END-OF-OPTION****OTHER OPTION(S)****END-OF-OPTION****OTHER OPTION(S)****END-OF-OPTION**

**Drafting note: Presently, there are no real guidelines provided for boards of education relative to this (now) mandatory policy. Circumstances will vary from district to district. However, the more "restrictive" your district wishes to become relative to released time for religious instruction (including the statutory option for criminal background checks), the more involved (entangled) you are likely to become with the private entity. For example, some districts may choose to include a review of the entity's policies on harassment, procedures for special needs students, and/or the finances of that organization, etc. We strongly urge boards to carefully consider these dynamics and to access board counsel to review the various implications presented here.**

Staff members shall not promote or discourage participation in release time programs for any religious instructional program.

Nothing herein shall constitute an endorsement of religion or infringe upon an individual's First Amendment rights.

**R.C. 3313.6022**

Attorney General's Opinion 88-001

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R.C. 3313.6022

Attorney General's Opinion 88-001

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of USE OF MEDICATIONS
Code	po5330*LMF
Status	
Adopted	January 26, 2009
Last Revised	September 24, 2018

### 5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from the educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Over-the-counter drug" means a drug, as defined in section 4729.01 of the Revised Code, that may be legally sold without a prescription and that is administered without the instruction of a prescriber. "Prescription drug" means a drug, as defined in section 4729.01 of the Revised Code, that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. No narcotics shall be administered at school.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any ~~over-the-counter nonprescribed~~ medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b or equivalent). These documents shall be kept in the office of the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. ~~within one day of school district receipt.~~ No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

For prescription drugs, only ~~Only~~ medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Over-the-counter drugs must be provided and maintained in the original manufacturer's packaging. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is seizure or diabetes medication, which may be kept in an easily accessible location ( ) as determined by the Principal [END OF OPTION] pursuant to this policy and/or Policy 5336. ~~diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.~~ Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, and parents, may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Parent-supplied nonprescription medications shall only be administered at the dosage indicated on the manufacturer's packaging for the child's age and/or weight. Any dosage greater than manufacturer recommended must be accompanied by Physician's Statement. (see Form 5330 F1)

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, or other emergency medication, provided the student has prior written permission from the student's parent and physician, and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any

school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and the student's parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school health staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates.

For students in grades 6-12 attending extracurricular/co-curricular overnight trips, parents will be required to complete a separate emergency authorization Form 2340 F3.

For grades 6-12 extracurricular/co-curricular overnight trips only, ibuprophen, Tylenol (Acetaminophen), Benadryl (OTC), Tums, Hydrocortisone Cream, Benadryl Cream, Antibiotic Cream, and Cough Drops will be supplied and stored by the appropriate middle or high school staff members (due to limited space availability on the trips). Form 2340 F4, requires a parent signature for the administration of specified nonprescription medications. This exception to policy will not apply to other prescription or nonprescription medications that may be needed during an extracurricular or co-curricular overnight trip. If other prescription or over-the-counter medications are needed by a student during an extracurricular or co-curricular overnight trip, additional sections of Form 2340 F4 must be completed and the appropriate signatures obtained.

With the exception of diabetes care covered under Policy 5336, only employees or contractors of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription and nonprescription drugs to students in school.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer prescription and over-the-counter medication and treatment to students:

- A. administrator
- B. teacher
- C. school nurse or medical assistant
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan

Individuals who administer medications designed to prevent the onset of seizures or alleviate the symptoms of a seizure will receive training regarding the circumstances under which the drug is to be administered to the student and how it should be administered. They will also receive a copy of the written approval issued by the student's physician.

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.



Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the health clinic office and administered in accord with this policy and policy 5336.

Students who are experiencing an apparent opioid-related drug overdose may be administered Naloxone ("Narcan") by the school nurse, or a trained school employee, volunteer, or contractor, to a student or other individual on school grounds in accordance with Board policy and AG 5330.05. Emergency services will be contacted as soon as is practicable. A designated staff member will also promptly notify the student's parent/guardian.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

Revised 1/4/10

Revised 6/4/12

Revised 4/22/13

Revised 11/17/14

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Legal

R.C. 3313.712, 3313.713, 3313.7110, 3313.716, 3313.718, 4729.01

Book	Administrative Guideline Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of Vol. 43, No. 2 - January 2025 Revised USE OF MEDICATIONS
Code	ag5330*LMF
Status	
Adopted	August 1, 2010
Last Revised	February 26, 2018

### **Revised Guideline - Vol. 43, No. 2**

#### **5330 - USE OF MEDICATIONS**

The medications and/or treatments which may be administered are defined in Policy 5330 and Policy 5336. In those circumstances where a student must take prescribed medication during the school day, with the exception of diabetes care covered under Policy 5336, the following guidelines are to be observed:

- A. Parents should cooperatively determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

Before the student will be permitted to take **prescription** medication during school hours, use an inhaler to self-administer asthma medication, or use an epinephrine autoinjector ("**epi-pen**"), Form 5330 F1, Authorization for Prescribed Medication/Drug or Treatment, or Form 5330 F3, Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s), ~~or~~ Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector ("**epi-pen**"), **or Form 5330 F5, Authorization for the Possession and Use of Seizure Medication**, must be filed annually and as necessary for any change in medication order with the **Clinic staff** and, to the School Nurse if one is assigned to the student's building.

1. Form 5330 F1, Authorization for Prescribed Medication/Drug or Treatment, shall include the following:

- a. student's name and address
- b. **the school and class in which the student is enrolled**
- c. name of the **prescribed** medication/drug and dosage to be administered and/or procedure required to be followed
- d. the time or intervals at which each dosage of the medication/drug is to be administered
- e. any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the prescriber can be reached in an emergency; a signed parental release that allows direct contact with the prescriber in such emergency reaction situations will not supersede nor abrogate the "Emergency Medical Form"
- f. special instructions for administration of the medication/drug, including sterile conditions and storage
- g. the date administration of the prescribed medication/drug is to begin
- h. the date administration of the prescribed medication/drug is to cease
- i. authorization for school personnel to administer the prescribed medication
- j. agreement/satisfactory arrangement to deliver the medication/drug to/from school (i.e., the medication/drug must be received by the person authorized to administer it to the student for whom

it is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist)

- k. agreement to re-submit Form 5330 F1, Authorization for Prescribed Medication/Drug or Treatment, if the medication, dosage, schedule, procedure or any other information contained on the licensed prescriber's statement is changed or eliminated
  - l. the prescriber's name, address, and telephone number
  - m. (X) probable side affects
  - n. (X) a student to self-administer the medication but only in the presence of an authorized staff member or parent
2. Form 5330 F3, Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s), shall include the following:
- a. the student's name and address
  - b. the names and dose of the medication contained in the inhaler
  - c. the date the administration of the medication is to begin
  - d. the date, if known, that the administration of the medication is to cease
  - e. written instructions that outline procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack
  - f. any severe adverse reactions that may occur to the child using the inhaler and that should be reported to the prescriber
  - g. any severe adverse reactions that may occur to another child for whom the inhaler is not prescribed, should such a child receive a dose of the medication
  - h. at least one (1) emergency telephone number at which the prescriber may be contacted in an emergency
  - i. at least one (1) emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency, and
  - j. any other special instructions from the prescriber
3. Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (Epi-Pen), shall include the following:
- a. student's name and address
  - b. name of the medication/drug contained in the autoinjector and dosage to be administered
  - c. the date administration of the prescribed medication/drug is to begin
  - d. the date administration of the prescribed medication/drug is to cease (if known)
  - e. acknowledgement that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector
  - f. circumstances in which the autoinjector should be used
  - g. written instructions that outline procedures school personnel should follow in the event that the student is unable to administer the anaphylaxis medication
  - h. written instructions that outline procedures school personnel should follow in the event that the anaphylaxis medication does not produce the expected relief from the student's anaphylaxis

- i. any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber
  - j. any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should receive a dose of the medication
  - k. at least one (1) emergency telephone number at which the prescriber may be contacted in an emergency
  - l. at least one (1) emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency
  - m. any other special instructions from the prescriber
4. Form 5330 F5, Authorization for the Possession and Use of Seizure Medication, shall include the following:
- a. the student's name and address;
  - b. the name of the drug and the dosage, if any, to be administered;
  - c. the circumstances under which the drug is to be administered to the student;
  - d. how the drug is to be administered to the student;
  - e. written instructions that outline the procedures school personnel should follow in the event that the drug does not prevent the onset of a seizure or alleviate the symptoms of a seizure;
  - f. any severe adverse reactions that may occur to the student prescribed the medication that should be reported to a physician;
  - g. any severe adverse reactions that may occur to another student for whom the drug is not prescribed, should such a student receive a dose of the drug;
  - h. at least one (1) emergency telephone number for contacting the physician in an emergency;
  - i. at least one (1) emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency; and
  - j. any other special instructions from the physician.
5. A student may possess and use a metered dose inhaler or a dry powder inhaler either before exercise to prevent the onset of asthmatic symptoms or to treat the symptoms once they occur at school, or at any activity, event, or program sponsored by the student's school or in which the school participates. Additionally, a student may possess and use an epinephrine autoinjector to treat anaphylaxis once it occurs at school, or at any activity, event, or program sponsored by the student's school or in which the school participates. The Principal or school nurse, if one is assigned to the student's building, shall also be provided with a backup dose of the anaphylaxis medication by the parent/guardian, or student (if the student is eighteen (18) or older). A student may also possess and use a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure at school, or at any activity, event, or program sponsored by the student's school or in which the school participates. ~~The principal or school nurse, if one is assigned to the student's building shall also be provided with a backup dose of the anaphylaxis medication by the parent/guardian, or student (if s/he is eighteen (18) or older).~~
6. Students authorized to possess and use a metered dose or dry powder inhaler, ~~an epinephrine autoinjector, or seizure medication or an epinephrine autoinjector~~ under the Board policy may not transfer possession of ~~the any inhaler, epinephrine autoinjector or other~~ medication to any student or permit any other student to use the ~~inhaler medication or anaphylaxis~~ medication.
7. School personnel are not authorized to assist a student in self-administering asthma medication, ~~anaphylaxis medication, or seizure medication or anaphylaxis medication~~ unless the policy and procedures regulating administration of medication by school personnel have been met. In the event the epinephrine is administered by the student or school personnel at school, or at any activity, event, or program sponsored by the student's school or in which the school participates, a school employee shall immediately request

assistance from an emergency medical provider (i.e., 911).

8. Annually, the clinic staff shall contact the parent(s) of any student whose school records indicate that ~~the students/he~~ has asthma and advise them of the option to have said student carry and self-administer approved inhalers in school. A copy of Form 5330 F3, Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s), is to be enclosed with this communication.
  9. Additionally, the clinic staff shall contact the parent(s)/guardian(s) of any student whose records indicate that ~~the students/he~~ has anaphylaxis and advise them of the option to have the student carry and self-administer an epinephrine autoinjector to treat the anaphylaxis. A copy of Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (Epi-pen), is to be enclosed with such communication.
  10. Further, the clinic staff shall contact the parent(s)/guardian(s) of any student whose records indicate that the student has a seizure disorder or condition and advise them of the option to have the student carry and self-administer medication prescribed to prevent the onset of a seizure or to alleviate the symptoms of a seizure. A copy of Form 5330 F5, Authorization for the Possession and Use of Seizure Medication, is to be enclosed with such communication.
- B. ~~( ) Upon receipt, a copy of Form 5330 F1, Authorization for Prescribed Medication/Drug or Treatment, a copy of Form 5330 F3, Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s), and/or a copy of Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector ("Epi pen"), and/or a copy of Form 5330 F5, Authorization for the Possession and Use of Seizure Medication shall be filed in the student's permanent record as well as in the binder with the student medication log sheet.~~
- C. **(X)** All medications to be administered during school hours must be registered with the clinic's office and will be secured in the clinic. The Principal may elect to place seizure medication and diabetes medication in an easily accessible location. Upon receipt of the medication, the clinic shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
- D. ~~( ) Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent/guardian or other responsible adult at parental request. This should be arranged in advance. Two to four (2-4) weeks supply of medication is recommended. It is the responsibility of the parent/guardian to replace expired medication. Expired medication will not be administered to a student ( ) unless staff are directed to do so in writing by the parent/guardian. END OF OPTION. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about the student's/his/her person. An exception to this would be prescriptions for emergency medications for allergies and/or reactions, including an epinephrine autoinjector to treat anaphylaxis, asthma inhalers, or seizure medication or asthma inhalers.~~
- E. **(X)** For each prescribed medication, the container shall have a pharmacist's label with the following information:
1. student's name
  2. prescriber's name
  3. date issued and expiration date
  4. pharmacy name and telephone
  5. name of medication
  6. prescribed dosage and frequency
  7. special handling and storage directions
- F. **(X)** Any unused medication unclaimed by the parent will be ~~discarded/destroyed~~ by administrative personnel when a prescription is no longer to be administered or at the end of a school year.
- G. **(X)** The staff member administering the medication shall make reasonable efforts to assist the student in taking the medication properly.
- H. ~~( ) If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall attempt to locate the student and administer the medication and then notify the parents of the~~

~~importance of the child reporting on time for his/her medication.~~

- I. ~~( ) All medications are to be administered in such a way as to not unduly embarrass the student.~~
- J. ☒ A log for each prescribed medication shall be maintained that records the personnel giving the medication, the date, and the time of day. This log will be maintained along with the prescriber's written request and the parent's written release (see Form 5330 F2).
- K. ~~( ) Form 5330 F1, Authorization for Prescribed Medication/Drug or Treatment, shall be completed and signed by the \_\_\_\_\_ authorizing the person(s) who may administer the medication or procedure.~~
- L. ~~( ) A count of each student's medication is to be made every \_\_\_\_\_ **INSERT INTERVAL** and the amount reconciled with the original amount indicated on the log sheet and the number administered since the last count.~~
- M. ~~( ) If, for supportable reasons, the \_\_\_\_\_ wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers or epinephrine autoinjector, the \_\_\_\_\_s/he shall notify the parent/guardian of this decision in sufficient time for an alternative administration to be established.~~
- N. ☒ Only employees who are licensed health professionals or who have completed the specified drug administration training program conducted by a licensed health professional and are designated by the Board may administer a **prescribed**~~prescribed~~ medication to a student.
- O. ~~( ) Written documentation of the training provided for each person authorized to administer a prescribed medication or treatment will show:~~
- ~~1. ( ) what training was given;~~
  - ~~2. ( ) the trainer's name and professional status;~~
  - ~~3. ( ) when the training was given;~~
  - ~~4. ( ) the duration of the training.~~

P. ~~( ) Nonprescribed (Over the Counter) Medications~~

~~A student may be allowed to possess and self administer an over the counter medication upon the written authorization of the parent. The parent must complete Form 5330 F1a or Form 5330F1b— Authorization for Nonprescribed Medication or Treatment and submit it to the school office for filing in the student's records.~~

~~If a student is found with a medication in theirhis/her possession, the student'shis/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the \_\_\_\_\_ for disciplinary action. The \_\_\_\_\_ may use one (1) or more of the following procedures, depending on the particular situation:~~

- ~~1. ( ) Contact the parent and arrange for the parent to submit Form 5330 F1a or Form 5330 F1b, Authorization for Nonprescribed Medication or Treatment, as soon as possible.~~
- ~~2. ( ) Take the medication from the student and keep it in the school office until the completed form has been submitted.~~
- ~~3. ( ) Place the student in In School Restriction for no more than \_\_\_\_\_ **ENTER AMOUNT** days for failure to abide by school rules.~~
- ~~4. ( ) Suspend the student from school for no more than \_\_\_\_\_ **ENTER AMOUNT** days.~~

~~The purpose of any disciplinary action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.~~

- Q. ~~( ) Dispensing of nonauthorized, over the counter ("OTC") medication by Board employees to students served by the District is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.~~

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event, ~~( ) provided the student has submitted prior written approval of the student's his/her parent/guardian to the Principal. (See Form 5330 F1a or Form 5330 F1b)~~ **[END OF OPTION]**

Nothing in this administrative guideline shall limit the use of an epinephrine autoinjector in emergency situations as provided in Policy 5330.02 and AG 5330.02.

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**New Form – Vol. 43, No. 2 – January 2025**AUTHORIZATION FOR THE POSSESSION AND USE OF SEIZURE MEDICATION(S)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Authorization is hereby given for the student named above to:

☐ receive the seizure medication indicated from the designated school personnel.☐ keep seizure medication in his/her possession.☐ self-administer the seizure medication as permitted by law.

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

Dosage: \_\_\_\_\_

Date the administration is to begin: \_\_\_\_\_

Date the administration is to cease: \_\_\_\_\_

Circumstances under which the drug is to be administered: \_\_\_\_\_

\_\_\_\_\_

How the drug is to be administered: \_\_\_\_\_

\_\_\_\_\_

Adverse reactions that should be reported to the prescriber: \_\_\_\_\_

\_\_\_\_\_

Adverse reactions for an unauthorized user: \_\_\_\_\_

\_\_\_\_\_

Procedure to follow in the event that medication does not produce the expected relief from student's seizure:

\_\_\_\_\_

\_\_\_\_\_

Other special instructions: \_\_\_\_\_

\_\_\_\_\_



Prescriber and parent/guardian names, signature, and emergency phone numbers are required.

Prescriber name: \_\_\_\_\_ Phone \_\_\_\_\_

(where Prescriber may be reached in an emergency): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

(Other) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies must be provided to Principal and to the School Nurse if one is assigned to the student's building.

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of PROCUREMENT AND USE OF NALOXONE (NARCAN) IN EMERGENCY SITUATIONS - RESCIND
Code	po5330.04*LMF
Status	
Adopted	February 26, 2018

### **~~5330.04 – PROCUREMENT AND USE OF NALOXONE (NARCAN) IN EMERGENCY SITUATIONS~~**

~~In accordance with State law, the Board of Education shall procure Naloxone (Narcan) for use in emergency situations. The Board has determined that it is in the best interests of its students and employees to have Naloxone available to be administered, if necessary, by appropriately trained employees, volunteers, or contractors who have been authorized by a physician or board of health to administer Naloxone to an individual who is apparently experiencing an opioid-related overdose. Therefore, the Board adopts this policy to govern the handling and administration of Naloxone consistent with the following processes, procedures and limitations.~~

~~Beginning with the 2017-2018 school year, each school in the District shall have at least two authorized employees, volunteers, or contractors who have been trained in the appropriate use and administration of Naloxone. The training shall be done in a manner that has been approved by a physician or board of health. Only a nurse employed or contracted by the District or an appropriately trained school employee, volunteer, or contractor may possess and administer Naloxone.~~

~~Each school in the District shall possess at least one package of Naloxone on site. The Naloxone may be administered by a school nurse or a trained school employee, volunteer, or contractor to a student or other individual on school grounds who is believed to be experiencing an opioid-related overdose if each of the following conditions apply:~~

- ~~A. the Naloxone is obtained from the Board;~~
- ~~B. the authorized school employee, volunteer, or contractor complies with the protocol established by the board of health or physician; and~~
- ~~C. the authorized school employee, volunteer, or contractor summons an emergency service provider (911) as soon as practicable either before or after administering the Naloxone.~~

~~An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that an individual who has received training approved by a physician or board of health in the administration of Naloxone would believe to be an opioid-related overdose that requires medical assistance.~~

~~Any authorized school employee, volunteer, or contractor who administers Naloxone to a student shall promptly notify the school principal, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.~~

~~The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.~~

~~It shall be the responsibility of School Registered Nurse (RN) to be sure that the supply of Naloxone is maintained at the appropriate level and they have not expired. The RN shall also be responsible for coordinating the training of District employees to administer the Naloxone and to maintain the list of employees authorized to administer Naloxone.~~

~~Before authorizing a school employee, volunteer, or contractor to administer Naloxone, a physician or the board of health must establish a written protocol which includes all of the following:~~

- A. ~~a description of the clinical pharmacology of Naloxone;~~
- B. ~~precautions and contraindications concerning administration;~~
- C. ~~any limitations concerning the individuals to whom Naloxone may be administered;~~
- D. ~~the dosage that may be administered and any variation in the dosage based on circumstances specified in the protocol;~~
- E. ~~labeling, storage, record keeping, and administrative requirements; and~~
- F. ~~training requirements that must be met before an individual can be authorized to administer Naloxone.~~

~~The Superintendent shall retain the original standing protocol and provide a copy of it to each Building Principal of each school at which Naloxone is maintained in accordance with this Policy.~~

~~In accordance with Ohio law, the Board, and its members, employees, volunteers, and contractors shall not be liable in a civil action for damages or subject to prosecution in any criminal proceeding or professional disciplinary action resulting from injuries arising from any acts or omissions associated with procuring, maintaining, accessing, or using naloxone in emergency situations as prescribed by this policy, unless the act or omission constitutes willful or wanton misconduct.~~

Legal

R.C. 3707.562, 4729.51, 4729.514, 4729.541

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of STUDENT MENTAL HEALTH AND SUICIDE PREVENTION
Code	po5350*LMF
Status	
Adopted	August 12, 2009
Last Revised	February 14, 2022

### 5350 - **STUDENT MENTAL HEALTH, WELL-BEING, AND SUICIDE PREVENTION**

The Board of Education recognizes the importance of addressing the emotional and physical safety of students and staff in order to create and maintain safe and supportive learning environments. Comprehensive mental health and wellness initiatives are key to providing that students are in school, healthy, ready to learn, and prepared for success that mental health conditions and self injury are problems of increasing severity among children and adolescents. A student who suffers from a mental health condition such as depression and who has attempted self injury poses a danger both to himself/herself and to other students.

The District's comprehensive mental health and wellness initiatives will include supports and services that promote:

- A. Positive school climate;
- B. Social skills;
- C. Mental health and well-being;
- D. Support for students and staff; and
- E. Trauma-informed and restorative practices.

The District shall implement specific strategies to promote school safety, including student instruction, anonymous reporting systems, threat assessment teams, emergency management plans, and staff training.

In accordance with law, the Board will provide appropriate instruction to all students in grades Kindergarten through six (6) on the nutritive value of foods, the harmful effects and legal restrictions on the use of drugs of abuse, alcoholic beverages, and tobacco, including electronic smoking devices. The Board shall also provide training on personal safety, sexual abuse prevention, and assault prevention to all students in grades Kindergarten through six (6) ~~K-6~~.

The Board will also provide developmentally appropriate training for grades seven (7) through twelve (12) in dating violence prevention education and sexual violence prevention education. The training will include instruction in recognizing dating violence warning signs and characteristics of a healthy relationship.

Students will receive health education instruction that includes instruction about prescription opioid abuse and prevention. An emphasis will be placed on the prescription drug epidemic and the connection between prescription opioid abuse and addiction to other drugs, such as heroin. Instruction will also be provided on the process of making an anatomical gift, with an emphasis on the life-saving and life-enhancing effects of organ and tissue donation.

~~The~~ Additionally, beginning in the 2023-2024 school year, the District will include in health education at least one (1) hour (or a standard class period) of evidence-based instruction for students in grades ~~six (6) through twelve (12)~~ ~~6-12~~ in each of the following topics:

- A. suicide awareness and prevention;
- B. safety training and violence prevention; and

C. social inclusion.

The Board shall use ~~an approved, evidence-based program to meet these requirements~~ ~~a training program that is approved by the Ohio Department of Education (ODE).~~ Instruction may be provided ~~in health education or another subject,~~ during student assemblies, ~~through~~ digital learning, and homework ~~assignments~~ to satisfy the instruction requirement. Upon ~~written~~ request of a parent/guardian, a student will be excused from instruction in these areas.

All school personnel should be alert for students who exhibit signs of unusual mental health related behavior or who threaten or attempt self injury or suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

### **Staff Training**

In accordance with Policy 8462, ~~mental health employees, counselors, teachers, administrators, school psychologists, school nurses, and other~~ designated staff shall receive professional development training in accordance with Board-adopted curriculum that includes the risk factors, warning signs, and resources regarding youth suicide awareness and prevention at least every two (2) years.

~~Additional professional development training in youth suicide risk assessment and intervention shall be provided to mental health employees, counselors, teachers, administrators, school psychologists, and school nurses.~~

The Board shall adopt or adapt an evidence-based awareness and prevention curriculum approved by the Ohio Department of Education ~~and Workforce ("DEW") (ODE),~~ or alternatively will utilize a suicide awareness and prevention curriculum that has been developed in consultation with public or private agencies/persons involved in youth suicide awareness and prevention and that has been approved by the ~~DEW~~ODE.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

Suicide is the third leading cause of death among school-aged children. The Board takes seriously the responsibility in assisting at-risk students in finding appropriate intervention/counseling assistance. Realizing that a student suicide can have far-reaching and long-lasting effects on the community, the Board has in place a postvention plan to assist community members in dealing with a student death.

Revised 12/13/21

Revised 5/10/21

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Legal

R.C. 3319.073

767 F2d 651 (1985)

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS
Code	po5610*LMF
Status	
Adopted	August 12, 2009
Last Revised	June 15, 2023

### 5610 - **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless their behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board **(X ) and/or the student's actions pose imminent and severe endangerment to the health and safety of other students or employees [END OF OPTION]**. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In determining whether a student is to be suspended or expelled, District administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 'Suspension/Expulsion of Disabled Students.')

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. 'Emergency removal' shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District. (See Policy 5610.03 Emergency Removal)
- B. 'Suspension' shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year if, at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such a community service program or alternative consequence during the first full weekday of summer break.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension which shall be considered for full credit.

- C. 'Expulsion' shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 Due Process Rights.

### 1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent may expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in their sole judgment and discretion, modify or reduce such expulsion, in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. the degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; capable of causing serious bodily injury and/or
- c. the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

**[X ]** The reinstatement of a student who is expelled for bringing a firearm to school is subject to the reinstatement process summarized in Section (C)(4) of this policy. **[END OF OPTION]**

**[DRAFTING NOTE: This option may be selected if the Board adopts Section (C)(4), which authorizes the Superintendent to expel a student for up to one hundred eighty (180) school days for actions which pose an imminent and severe endangerment to health and safety of other students or staff.]**

### 2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult;

and/or

b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5) or to the property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

### 3. Bomb Threats and Other Threats of Violence

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

### 4. **[X ] Imminent and Severe Endangerment to Health and Safety of Students or Employees**

The term "imminent and severe endangerment" means any of the following actions taken by a student:

a. Bringing a firearm or a knife capable of causing severe bodily harm to a school operated by the Board or other property owned or controlled by the Board, or to any interscholastic competition, extra-curricular event, or any other program or activity sponsored by the School District or in which the District is participating;

b. Committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in R.C. 2901.01(A)(5) or to property as defined in R.C. 2901.01(A)(6) while the student is at a school operated by the Board, on



property owned or operated by the Board, or at any other program or activity that is sponsored by the District or in which the District is participating;

- c. Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat; or
- d. Making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.

The Superintendent may expel a student for up to 180 days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees regardless of whether the actions qualify for permanent exclusion.

Upon expelling a student for actions that pose imminent and severe endangerment to others, the Superintendent will develop conditions that the student must satisfy before the student may be reinstated. A copy of the conditions will be provided to the Board, the student, and the student's parent/guardian at the beginning of the expulsion period. One of the conditions shall be an assessment that is performed by a licensed psychiatrist, psychologist, or school psychologist employed or contracted by the District to determine whether the student poses a danger to themselves, other students, and/or school employees. The District and the student's parent/guardian will mutually agree on the individual who will conduct the assessment. If the individual is not employed by the District, the cost of the assessment shall be referred for payment through the student's health insurance. Any remaining costs not covered by the student's insurance will be paid by the District. If the individual is employed or contracted by the District, the District will pay the full cost of the assessment. In addition to including a determination of whether the student poses a danger to themselves or others, the psychiatrist, psychologist, or school psychologist may also make recommendations for the contingent conditions for the student's reinstatement.

At the end of the initial expulsion term or any subsequent term, the Superintendent will determine whether the student has demonstrated sufficient rehabilitation to be reinstated to school. If the Superintendent determines the student has not demonstrated such rehabilitation, then the Superintendent may extend the expulsion for an unlimited number of additional periods of up to ninety (90) school days each. The Superintendent shall make the determination about whether the student has demonstrated rehabilitation in consultation with a multidisciplinary team selected by the Superintendent. The Superintendent will take into consideration the assessment of the psychiatrist, psychologist, or school psychologist and whether or not the student met the conditions developed by the Superintendent at the beginning of the expulsion period. If the Superintendent extends the expulsion period, the Superintendent shall develop conditions for the pupil to satisfy prior to reinstatement. The conditions may be the same as those developed for the initial term of expulsion. A copy of the conditions shall be provided to the Board, the student, and the student's parent/guardian.

The Superintendent may extend the initial or subsequent term of expulsion into the next school year. The Superintendent may also reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less than 180 school days for the initial term, or less than ninety (90) school days for any additional term, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

Prior to the end of the initial expulsion term or any extension, the student's parent/guardian may request that the Superintendent complete an early assessment of the student. The Superintendent will assess the student and make a determination of whether the student meets the requirements

for reinstatement as outlined in this section. The Superintendent will rely on the reasons permitted for the reduction of an expulsion term outlined in this section to determine whether the student may be reinstated before the end of the current expulsion term. A parent/guardian may request an early assessment one (1) time for the initial, and one (1) time for any subsequent expulsion term.

The Superintendent is authorized to develop contingent conditions for a student's reinstatement. The conditions may include the conditions developed for the original expulsion term as well as any recommendations made by the psychiatrist, psychologist, or school psychologist who assesses the student under this section. The Superintendent will establish a duration under which the student must meet the contingent conditions, which may extend to the student's graduation date. The Superintendent will provide a copy of these conditions to the Board, the student and the student's parent/guardian when the Superintendent makes the decision to reinstate the student. If the student fails to adhere to the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended expulsion period under the same process as outlined in this section.

For students who do not have an individualized education plan ("IEP"), the Superintendent shall, in consultation with the student and parent/guardian, develop a plan for the continued education of the student. This may include education by the District in an alternative setting such as home instruction, enrollment in another district, enrollment in another type of public or nonpublic school, or any other form of instruction that complies with state law. The plan will be developed no later than fifteen (15) school days after the beginning of the original expulsion period or any extension. For students who have an IEP, the Superintendent will also consult with the student's IEP team in developing the plan, and the plan will be developed within ten (10) school days after the beginning of the original expulsion period or any extension.

The Board will provide the Department of Education and Workforce ("DEW") records of each expulsion issued under this section, as well as any changes to the student's expulsion status. The records will not include the name of the student, but will include the following:

- a. the name of the student's school;
- b. the reason(s) for the student's expulsion
- c. the duration of the student's expulsion and any extensions of the expulsion;
- d. the total number of students expelled by the District in the school year as of the date of the report; and
- e. the student's age, gender, race, and other demographic information requested by DEW.

The District will provide records of an expulsion issued under this section if requested by any other district or school to which the student transfers. These records may not be withheld due to any outstanding debt attributed to the student.

The Board will establish guidelines for appropriate conditions that the Superintendent may develop pursuant to this section.

The Superintendent will develop a list of alternative educational options for students who are expelled under this section.

#### **[END OF OPTION]**

- D. 'Permanent exclusion' shall mean the student is banned forever from attending a public school in the State of Ohio.  
(See Policy 5610.01 - Permanent Exclusion of Nondisabled Students)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and the student's parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, the Superintendent may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of

### Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Superintendent.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under the College Credit Plus Program at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for College Credit Plus courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

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

A copy of this policy is to be posted on the district website and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

Revised 6/13/11

Revised 5/22/17

Revised 10/22/18

Revised 10/28/19

Revised 1/7/21

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Legal

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663

R.C. 3313.664, 3313.668, 3321.13 (B)(3) and (C), 3327.014

18 U.S.C. Section 921

20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of Vol. 43, No. 2 - January 2025 New PARENTS' BILL OF RIGHTS
Code	po5780.01*NEW
Status	

### **New Policy - Vol. 43, No. 2**

#### **5780.01 - PARENTS' BILL OF RIGHTS**

The Board of Education recognizes that parents have a fundamental right to make decisions concerning the upbringing, education, and care of their children and promotes parental involvement in the District's public school system. In addition, parents have certain rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

#### **Sexuality Content/Mental, Emotional, or Physical Health or Well Being/Health Care Services**

##### **Definitions:**

For purposes of this policy:

"Age-appropriate" and "developmentally appropriate" content refers to activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group.

"Student's mental, emotional, or physical health or well-being" includes, at a minimum, any of the following:

- A. A student's academic performance;
- B. Any significant sickness or physical injury, or any psychological trauma suffered by a student;
- C. Any harassment, intimidation, or bullying, as defined in section 3313.666 of the Revised Code, by or against a student in violation of School District policy;
- D. Any request by a student to identify as a gender that does not align with the student's biological sex;
- E. Exhibition of suicidal ideation or persistent symptoms of depression or severe anxiety, or other mental health issues.

"Sexuality content" means any oral or written instruction, presentation, image, or description of sexual concepts or gender ideology provided in a classroom setting. "Sexuality content" does not mean any of the following:

- A. Instruction or presentations in sexually transmitted infection education, child sexual abuse prevention, and sexual violence prevention education provided under division (A)(5) of section 3313.60 or section 3314.0310 or 3326.091 of the Revised Code;
- B. Instruction or presentations in sexually transmitted infection education emphasizing abstinence provided under section 3313.6011 of the Revised Code;
- C. Incidental references to sexual concepts or gender ideology occurring outside of formal instruction or presentations on such topics, including references made during class participation and in schoolwork.

#### **Sexuality Content and Parental Notification**

The Board will ensure that any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of the age or grade level of the student. The Board will not permit instruction that includes sexuality content in grades kindergarten through grade three (3).

Prior to providing instruction that includes sexuality content or permitting a third party to provide such instruction on behalf of the District, the Board will provide parents the opportunity to review any instructional material that includes sexuality content. Upon request of the student's parent, a student shall be excused from instruction that includes sexuality content and shall be permitted to participate in an alternative assignment.

### **Student Services/Mental, Emotional, Physical Health or Well-Being/Safe and Supportive Learning Environment and Parental Notification**

The Board will promptly notify a student's parent of any substantial change in the student's services, including counseling services or monitoring related to the student's mental, emotional, or physical health or well-being or the school's ability to provide a safe and supportive learning environment for the student. Such notification will be provided by the student's building administration through email and/or telephone conference. The Board will not inhibit parental access to the student's education and health records maintained by the school.

School District personnel will not directly or indirectly encourage a student to withhold from a parent information concerning the student's mental, emotional, or physical health or well-being, or a change in related services or monitoring.

School District personnel will not discourage or prohibit parental notification of and involvement in decisions affecting a student's mental, emotional, or physical health or well-being.

### **Procedure for Authorization From Parents for Health Care Services**

Authorization of parents must be obtained by the Board prior to providing any type of health care service to students, including physical, mental, and behavioral health care services. Parents may choose whether to authorize the Board to provide a health care service to the parent's child.

To facilitate parental involvement and decision-making on such authorization, at the beginning of each school year, the Board will notify parents of each health care service offered at, or facilitated in cooperation with, their student's school of attendance and of the parent's option to withhold consent or decline any specified service. If granted, parental consent to health care services does not waive the parent's right to access their child/children's educational or health records or to be notified about a change in the student's services or monitoring as set forth herein.

Prior to providing a health care service to a student, the building administration of the student's school of attendance will notify a parent whether the service is required to be provided by the School District under State law and if other options for a student to access the service exist.

~~**[ ] At the beginning of each school year, the Board will provide an annual notice to parents of known health care services required by the District under State law. [END OF OPTION]**~~

These notification requirements do not apply to emergency situations, first aid, other unanticipated minor health care services, or health care services provided pursuant to a student's IEP or the District's obligation under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

### **Process for Resolving Parental Concerns**

Parents may file written concerns with the Principal or other building administrator of the student's school of attendance regarding any topics addressed in the above Parental Rights and Parental Involvement section of this policy. Parents will be notified at the beginning of each school year of their right to file a written concern. The Principal or other building administrator will take steps with parent(s) to resolve the concern within thirty (30) days of receipt of the written concern. If not satisfied with the outcome of the resolution by the Principal or building administrator, the parent(s) may appeal a decision at that level to the Superintendent.

If a parent appeals the Principal's or building administrator's decision, the Superintendent or the Superintendent's designee will conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent shall decide whether to affirm the Principal's or building administrator's decision. If the Superintendent determines not to affirm the decision, the Superintendent shall determine a resolution to the parent's concern and communicate the decision to the parent. A parent may appeal the Superintendent's decision to the Board of Education.

If the Superintendent's decision is appealed, the Board shall review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the decision and, based on that hearing, either affirm the Superintendent's decision or determine a new resolution to the parent's concern.

Nothing in this policy shall be read to prevent a parent from contacting a member of the Board regarding a concern with the operation of a school under the supervision of the Board of Education.

### **Parent Right to Inspect Instructional Materials**

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, audio-visual 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.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

### **Right to Inspect Technology Provider Contract**

The District shall provide parents and students with an opportunity to inspect a complete copy of each technology provider contract.

This policy shall not supersede any rights under the Family Education Rights and Privacy Act.

R.C. 3109.01, 3313.473, 3319.325, 3319.326  
20 U.S.C. 1232h

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Legal R.C. 3109.01, 3313.473, 3319.325, 3319.326  
20 U.S.C. 1232h

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of BAD CHECKS
Code	po6151*LMF
Status	
Adopted	August 12, 2009

#### 6151 - **INSUFFICIENT FUNDS**~~BAD~~ CHECKS

When the District receives a check which is not honored upon presentation to the respective bank or other depository institution, the Treasurer/CFO is authorized to take appropriate action ~~from a student or parent that, when deposited, is returned marked "insufficient funds", the Treasurer/CFO shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule.~~ If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the Treasurer/CFO to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the ~~payer student and/or the parents.~~ The payer may be charged any cost charged by the District's banking institution for a returned check.

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of CRIMINAL HISTORY RECORD CHECK FOR CONTRACTED SCHOOL SERVICES
Code	po8142*LMF
Status	
Adopted	August 12, 2009

#### 8142 - CRIMINAL HISTORY RECORD CHECK FOR CONTRACTED SCHOOL SERVICES

In accordance with State law, the Board of Education requires a criminal background check including information from the Bureau of Criminal Identification and Investigation ("BCII") and the Federal Bureau of Investigation ("FBI") of each person employed by a private company under contract with the Board to provide essential school services and who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody, or control of a child.

"Essential school services" is defined to mean services provided by a private company that the Board or Superintendent has determined are necessary for the operation of the District and that would need to be provided by employees of the District if the services were not provided by the private company. No such individual, employed by a private company to provide essential school services under a contract with the Board, shall be permitted to work within the District unless one of the following applies to the individual:

A. The private company provides proof of either of the following to the Superintendent:

1. that the individual has been the subject of a criminal records check in accordance with R.C. 3319.39 within the last five (5) years immediately prior to the date on which the person will begin working in the District; and
2. that the criminal records check indicates that the individuals has not been convicted of or pleaded guilty to any offense described in R.C. 3319.39(B)(1); or

B. During any period of time in which the individual will have routine interaction with a child or regular responsibility for the care, custody, or control of a child, the Superintendent has arranged for a District employee to be present in the same room with a child or, if outdoors, within a thirty (30) yard radius of the child or to have visual contact with the child.

#### Enrollment in the State Rapback System

The Board will ensure that all employees and contractors whose work duties involve routine interaction with a child or who are regularly responsible for the care, custody, or control of a child are enrolled in the State Rapback System. Licensed employees are enrolled in Rapback by the State Board of Education's Office of Professional Conduct upon approval of their license. School bus and van drivers, and all other unlicensed employees and contractors who do not have a license or permit issued by the State Board of Education, are expected to complete the necessary steps to enroll in Rapback through the State Board as required by law. Employees and contractors may need to complete a new BCI background check ~~( )~~ at their expense **[END OF OPTION]** upon initial enrollment in Rapback. Enrollment in Rapback is considered a mandatory condition of employment and is not optional. **[DRAFTING NOTE: House Bill 33 (effective July 4, 2023) mandated that all nonlicensed employees and contractors, including bus and van drivers, were required to be enrolled in Rapback. Senate Bill 168 (effective October 24, 2024) modified this requirement to only those unlicensed employees and contractors who the District determines will have routine interaction with a child or be responsible for the care, custody, or control of a child.]**

Legal R.C. 3319.392



Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	po8452*LMF
Status	
Adopted	August 12, 2009
Last Revised	February 26, 2018

#### 8452 - AUTOMATED EXTERNAL DEFIBRILLATORS ("AED") AND CARDIOPULMONARY RESUSCITATION

An automated external defibrillator ("AED") is a medical device that interprets the cardiac rhythm of a person in cardiac arrest and, if appropriate, delivers an electrical shock to the heart intended to allow it to resume effective electrical activity.

To enhance school safety and in compliance with State law, the Board of Education will have an automated external defibrillator(s) (AED) placed in designated building(s) within the School District and at each sports and recreation facility under the Board's control.

The Board shall require teachers, nurses, counselors, school psychologists, principals and other administrative employees, coaches, athletic trainers, and any other person who supervises interscholastic athletics to successfully complete an appropriate training course in the use of AEDs. To fulfill this requirement, the Board will use a training that is either an approved program developed by the American Heart Association or American Red Cross, or a program that is nationally recognized and based on the most current national, evidence-based emergency cardiovascular care guidelines for CPR and use of an AED. The training will be incorporated into in-service training in child abuse, substance abuse, and violence prevention that is required upon initial employment and every five (5) years thereafter. The Board may require or make the training available to additional individuals.

Students in grades nine (9) through twelve (12) will also receive instruction in cardiopulmonary resuscitation ("CPR") and the use of an AED. The instruction shall include the psychomotor skills necessary to perform cardiopulmonary resuscitation of an AED. The training shall either be an approved program developed by the American Heart Association or American Red Cross, or a program that is nationally recognized and based on the most current national, evidence-based emergency cardiovascular care guidelines for CPR and use of an AED. Parents may submit a written request that their student be excused from the training. If it is determined that a student with a disability is not capable of performing the psychomotor skills required to perform CPR and use an AED as indicated in their Individualized Education Plan ("IEP"), they will not be required to complete the training.

Prior to the start of each athletic season, each school operated by the District that offers athletic programs shall hold an informational meeting for students, parents, guardians, other individuals having care or charge of a student, physicians, pediatric cardiologists, athletic trainers, and any other individuals who participate in athletic programs regarding the symptoms and warning signs of sudden cardiac arrest for all ages of students.

Students who participate in an athletic program shall annually submit a form signed by the student and their parent or guardian that indicates they have received and reviewed a copy of the education materials regarding sudden cardiac arrest that is jointly developed by the Department of Health and Department of Education and Workforce. Students will not be permitted to participate in an athletic activity until the student has submitted the form to the designated school official. All individuals who coach an athletic activity will annually complete a training course approved by the Department of Health on sudden cardiac arrests.

The Board

**[X]** shall adopt the model emergency action plan developed by the Department of Health

**[OR]**

~~**[ ]** authorizes the Superintendent to develop an emergency action plan **[END OF OPTION]**~~

for the use of automated external defibrillator. **[DRAFTING NOTE: School districts are required to adopt an emergency action plan for use of AEDs. As an option to meet this requirement, districts may simply adopt the model emergency action plan developed by the Ohio Department of Health. If an alternative plan is developed, it is important to have the plan reviewed by medical personnel and legal counsel to ensure that it complies with state law.]**

The emergency action plan shall be practiced at least quarterly.

The Superintendent is authorized to develop guidelines and select an appropriate training course in the use of an AED and sudden cardiac arrest.

~~An AED is a medical device that interprets the cardiac rhythm of a person in cardiac arrest and, if appropriate, delivers an electrical shock to the heart intended to allow it to resume effective electrical activity.~~

~~Administrative guidelines shall govern AEDs, including the use of the AED, placement of the AED, and appropriate training in the use of the AED.~~

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R.C. 2305.235, 3701.85, 3313.717, 3313.6021, 3313.6023

A.C. 3301-27-01

Book	Administrative Guideline Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of USE AND MAINTENANCE OF AUTOMATED EXTERNAL DEFIBRILLATORS
Code	ag8452*LMF
Status	
Adopted	August 1, 2010
Last Revised	February 26, 2018

#### 8452 - **USE AND MAINTENANCE OF AUTOMATED EXTERNAL DEFIBRILLATORS ("AEDs")**

These guidelines are established for use of as guidance to those who use School District Automated External Defibrillators ("AEDs") that are located in school buildings and at each sports and recreation facility under the Board's control in appropriate emergency medical situations. These guidelines do not create an obligation to use the AEDs nor do they create an expectation that an AED will be available or that a trained employee will be present and/or able to use the AED in the event of a medical emergency. Any individual using a School District AED is subject to the immunities established in R.C. 2305.235 and R.C. 3313.717.

#### **AED SAFETY COORDINATOR**

The Director of Operations will perform the duties of AED "Safety Coordinator." The Safety Coordinator will:

- A. Coordinate and supervise CPR and AED program activities;
- B. Maintain all records evidencing staff training;
- C. Coordinate location and installation of AEDs and develop a map indicating where AEDs are located on school property;
- D. Retain all manufacturer's guidelines and oversee AED maintenance;
- E. Perform monthly checks of batteries and equipment;
- F. Replace single-use equipment promptly after each AED use as well as replace equipment that has expired;
- G. Share the Board's emergency action plan and the map of where AEDs are located with local emergency management services ("EMS").

#### **MEDICAL AUTHORIZATION FOR THE AED PROGRAM**

Prior to authorizing use of the AEDs in the School District, the Safety Coordinator will secure a prescription for such use from an appropriate medical practitioner, as identified below. In order to maintain the prescription, the Safety Coordinator will assure that the serial numbers from all School District AEDs are forwarded to the identified medical practitioner along with all initial and on-going staff training records.

#### **STAFF TRAINING ON AEDs AND CPR TRAINING OF "EXPECTED USERS"**

In accordance with State law, the Board shall require teachers, nurses, counselors, school psychologists, principals and other administrative employees, coaches, athletic trainers, any other person who supervises interscholastic athletics, and any other individuals identified by the Board to successfully complete an appropriate training course in the use of AEDs. All employees of the District are hereby identified as "expected users" of School District AEDs.

To fulfill this requirement, the Board will use a training that is either an approved program developed by the American Heart Association or American Red Cross, or a program that is nationally recognized and based on the most current national, evidence-based emergency cardiovascular care guidelines for CPR and use of an AED. The training will be incorporated into

in-service training in child abuse, substance abuse, and violence prevention that is required upon initial employment and every five (5) years thereafter. Individuals who are presently employed under a regular or supplemental contract must complete a training course provided by the District in the use of the AED. CPR training also is required for student activity permit holders that direct, supervise, or coach a student activity program that involves athletics, routine or regular physical activity or health and safety considerations as required by State regulations. Any individual who is awarded a contract or supplemental contract subsequent to the adoption of these guidelines must seek appropriate training within a reasonable period of time.

Student activity permit holders who direct, supervise, or coach a student activity program that involves athletics, routine or regular physical activity, or health and safety considerations must also complete cardiopulmonary resuscitation and sudden cardiac arrest training as required by State regulations. Any individual who is awarded a contract or supplemental contract subsequent to the adoption of these guidelines must seek appropriate training within a reasonable period of time. The Safety Coordinator will contact the local emergency medical service provider to schedule and coordinate training in a program consistent with an instructional program developed by the American Red Cross, American Heart Association, or the training protocols established by the National Center for Early Defibrillation ([www.early-defib.org](http://www.early-defib.org)) and conducted by an organization listed by the National Center. The Safety Coordinator will maintain all records evidencing training. All training will be in compliance with State and/or Federal law.

## STUDENT TRAINING

Students in grades nine (9) through twelve (12) will also receive instruction in CPR and the use of an AED. The instruction shall include the psychomotor skills necessary to perform cardiopulmonary resuscitation of an AED. The training shall either be an approved program developed by the American Heart Association or American Red Cross, or a program that is nationally recognized and based on the most current national, evidence-based emergency cardiovascular care guidelines for CPR and use of an AED. Parents may submit a written request that their student be excused from the training. If it is determined that a student with a disability is not capable of performing the psychomotor skills required to perform CPR and use an AED as indicated in their Individualized Education Plan ("IEP"), they will not be required to complete the training.

## AED MAINTENANCE

All School District AEDs must be maintained and tested according to the manufacturer's guidelines.

The Safety Coordinator will retain all manufacturer's guidelines in ~~their~~ his/her office along with any additional specifications or technical information for each approved AED model made available for use in the School District.

The Safety Coordinator will oversee the performance of regular maintenance of School District AEDs in accordance with the intervals established by the manufacturer. The Safety Coordinator or a designee will perform monthly checks of the AED defibrillator pads and batteries to assure compliance with expiration dates. The Safety Coordinator will re-order replacement supplies for the AED upon determining that existing supplies will expire within the ensuing two (2) months.

The ~~Safety Coordinator/designee~~ Safety Coordinator or a designee will maintain ~~documentation of a weekly checklist to document~~ the proper maintenance of the AEDs as well as monthly inspections.

Following ~~the~~ use of an AED, the Safety Coordinator must replace all single use items associated with the AED as quickly as possible.

## AED LOCATIONS

Each Safety Coordinator, in consultation with the Building Principal, will identify a location for the storage of any AED in each school building. The location will be in a place that is obviously visible and accessible to expected users in the event of an emergency and which is accessible outside of normal school hours. Upon installation, the Safety Coordinator will provide a copy of the Board's emergency action plan along with a map of where AEDs are located to local emergency management services. The Safety Coordinator will also ensure that the maps are shared with or accessible to staff, students, guests, volunteers, and community members so that AEDs can be located quickly in an emergency. ~~Each building principal must identify a location for the storage of any AED assigned to his/her school building. The location for storage of an AED should be made in consultation with the Safety Coordinator and must be a location which is obviously visible to expected users in the event of an emergency and which is accessible outside of normal school hours. Upon installation, the Safety Coordinator must notify all area emergency medical services of the locations of all AEDs.~~

If an AED is made available for use outside of regular school hours at a site other than a normal fixed location, such as at an athletic contest, then the AED may be transported by any expected user to such a location. The individual responsible for transport must inform all other expected users regarding the location of the transported AED upon arrival.

## EMERGENCY ACTION PLAN FOR USE OF AN AED ~~GUIDELINES FOR USE OF AEDs~~

**[DRAFTING NOTE: Choose one (1) of the following two (2) options]**

**[X ]** The Board adopts the model Emergency Action Plan developed by the Department of Health. The Safety Coordinator will ensure that a copy of the plan is available online and at every building where an AED is located.

**{OR}**

~~[ ]~~ The Board adopts an emergency action plan developed by ~~( )~~ the American Heart Association ~~( )~~ a plan developed in consultation with local medical professionals and emergency management services **[END OF OPTION]**. The Safety Coordinator will ensure that a copy of the plan is available online and at every building where an AED is located.

**[END OF OPTIONS]**

~~Prior to use of an AED, the AED user should assess the scene of the medical emergency for safety. The expected user should make the scene of the emergency as safe as possible prior to use of the AED, including placing the person on a hard surface away from standing water. Users are not expected to place themselves at risk in order to provide aid to others.~~

**Unless otherwise specified by the manufacturer, AEDs should be used only on a person who is at least eight (8) years old and/or eighty (80) pounds. The AED should be attached only to victims who are unresponsive, not breathing normally and have no detected pulse.**

**Procedures For Use During School Hours**

- ~~A. After assessing the symptoms described above, a responsible adult shall alert the main office either by calling the main office on any school phone, or by sending a runner to the building principal. The responsible adult shall provide the main office with information regarding the location of the medical emergency, the symptoms of the individual, and detailing any safety issues related to the scene.~~
- ~~B. The principal or any expected AED user, or a designee, shall immediately contact emergency medical services by calling 911, and shall contact and dispatch a trained expected AED user from the school building to the location of the emergency.~~
- ~~C. The principal or any expected AED user, or a designee, shall retrieve the AED for delivery to the scene.~~
- ~~D. Any person may use an AED and/or administer CPR in a medical emergency even if that person has not received or completed training to do so.~~
- ~~E. Upon arrival, the trained expected AED user must assess the symptoms of the person and assess whether the person meets the criteria for use of the AED.~~
- ~~F. The trained expected AED user should administer CPR or the AED in accordance with training until arrival of emergency medical services personnel.~~
- ~~G. The trained expected AED user, in consultation with the building principal, must complete a School District incident report. The incident report will be retained in the files of the School District.~~
- ~~H. After use, the AED should remain off unless needed for an additional emergency.~~

**Procedures For Use Outside Of Regular School Hours**

- ~~A. After assessing the symptoms described above, a responsible adult shall alert a trained expected AED user, including any member of a coaching staff or the Safety Coordinator. The responsible adult shall provide the trained expected AED user with information regarding the location of the medical emergency, the symptoms of the individual and detailing any safety issues related to the scene.~~
- ~~B. Any person may use an AED and/or administer CPR in a medical emergency even if that person has not received or completed training to do so.~~
- ~~C. The trained expected AED user shall immediately designate another responsible individual to contact emergency medical services by calling 911, and shall immediately respond to the location of the emergency.~~
- ~~D. The trained expected AED user shall retrieve or designate another responsible individual to retrieve the AED for delivery to the scene.~~

- E. ~~Upon arrival, the trained expected AED user must assess the symptoms of the person and assess whether the person meets the criteria for use of the AED.~~
- F. ~~The trained expected AED user should administer CPR or the AED in accordance with training until arrival of emergency medical services personnel.~~
- G. ~~The trained expected AED user, in consultation with the building principal, must complete a School District incident report, including the names of the responding emergency medical services personnel and any relevant facts related to the incident. The incident report will be retained in the files of the School District.~~
- H. ~~After use, the AED should remain off unless needed for another emergency.~~

#### **COLLECTION OF DATA FOLLOWING THE USE OF AN AED**

Immediately following a medical emergency and the use of an AED, the AED user(s) must report the details of the incident to the building principal and the Safety Coordinator. Thereafter, the Safety Coordinator and Building Principal will conduct a case review.

#### **PROCEDURES FOLLOWING A CRITICAL EVENT**

Following an incident involving the use of an AED, the Safety Coordinator will convene an informal stress debriefing for all individuals involved in the incident. The Safety Coordinator may seek input from the local emergency medical service provider if determined appropriate.

Within a reasonable period of time after an incident involving the use of an AED, the Safety Coordinator must convene a meeting of all individuals involved in the incident to review the procedures as set forth herein and to make recommendations for any amendments to these guidelines.

Revised 4/25/16

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R.C. 2305.235, 3701.85, 3313.717, 3313.6021, 3313.6023

A.C. 3301-27-01

21 C.F.R. 801.109

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of NUTRITION SERVICES
Code	po8500*LMF
Status	
Adopted	August 12, 2009
Last Revised	April 25, 2022

## 8500 - NUTRITION SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of meals for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education and Workforce ("DEW"). The Board shall annually encumber the funds needed to operate the program.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including, but not limited to, the current United States Department of Agriculture's ("USDA") school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

~~The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity.~~

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the ~~USDA United States Department of Agriculture (USDA)~~ and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. (X) Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in

accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

**[END OF OPTION]**

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards. ~~( ) The Superintendent shall ensure that the District's vendors and/or food service management contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.~~ **[END OF OPTION]**

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

~~In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.~~

**[X ]** Students who participate in a released time course in religious instruction pursuant to Board Policy 5223 during lunch may be provided a school meal for consumption during the released time instruction. The meal will meet all USDA meal pattern and nutrition standards requirements. ~~( ) Meals served off-site will be subject to stringent sanitary and precautionary measures to avoid contamination and spoilage. [END OF OPTION] [DRAFTING NOTE: Due to recent changes in the law, school districts are required to adopt a policy that allows students to leave campus for religious instruction. Districts often designate lunch as a time when students may leave to attend the course. The Ohio Department of Education and Workforce released a statement which indicates that it will provide federal reimbursement to schools that provide meals for students who leave campus to attend religious instruction. Districts must request reimbursement. To be reimbursable, the meals must meet all USDA meal patterns and nutrition standards requirements.]~~

**[END OF OPTION]**

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under **State and** Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

~~[ ] If the Board does not comply with the requirement in A.C. 3301-91-10 of establishing a meal program to support summer intervention services, the Board will permit an approved summer food service sponsor to use school facilities located in a school building attendance area where at least one-half (1/2) of the students are eligible for free lunches. The Board ( ) may ( ) will **END OF OPTION** charge the summer food service program sponsor a reasonable fee for the use of school facilities that may include the actual cost of custodial services; charges for use of school equipment, and a pro-rated share of the utility costs as determined by the Board. The Board will also require the summer food service program sponsor to indemnify and hold harmless the District from any potential liability resulting from the operation of the summer food service program. The ( ) Treasurer ( ) Business Manager **[END OF OPTION]** will ensure that the food service program sponsor is either added to the District's liability insurance policy as an additional insured party, or require evidence of the sponsor's own liability insurance policy in the amount approved by the Board. The summer food service program sponsor shall be responsible for any costs incurred in obtaining coverage under this Policy. **[END OF OPTIONAL PARAGRAPH].**~~

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

**Dietary Modifications**

**[DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category, "Compliant Medical Documentation," is mandatory, whereas the second two (2) categories, i.e., "Noncompliant Medical Requests" and "Requests Not Based on a Medical Statement", are optional. The Board may choose either or neither of the two (2) optional categories.]**

**Modifications Based on Compliant Medical Documentation**



An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Ohio to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the (X) Food Service Director who shall serve as the Special Dietary Accommodation Coordinator. ~~( ) Special Dietary Accommodation Coordinator. [END OF OPTIONS]~~  
**[Insert name, address, phone, email address.] [DRAFTING NOTE – at least one (1) person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]**

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

### Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the ( ) Building Principal (X) District's Compliance Coordinator ( ) Superintendent ( ) \_\_\_\_\_ **[OTHER] [END OF OPTIONS] [DRAFTING NOTE: The grievance procedure can be designed as appropriate for each District]** and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed, ( ) the decision is final (X) the decision may be appealed to the Superintendent whose decision is final ( ) \_\_\_\_\_ **[OTHER] [END OF OPTIONS]**.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's

determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

**[Optional Provision – for medical statements not compliant with 7 C.F.R. Part 15b]**

**[ – ] Modifications Based on Noncompliant Medical Requests**

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

**[END-OF-OPTION]**

**[Optional Provision – Based on preferences with no medical documentation] [DRAFTING NOTE: If the Board chooses to include this category of modification, it must also choose among the options below.]**

**[ – ] Modification Based on Student/Parental Preference**

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:

**A. ( – ) Fluid Milk Substitution [If Selected, Choose One]**

1. ( – ) The School District shall have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the District will assist the student in choosing a reimbursable meal through offer versus serve ("OVS"). **[DRAFTING NOTE: This gives students the ability to decline some of the food options offered as part of the reimbursable meals. For example: five (5) components need to be offered and students need to take three (3) options. They can decline milk for example, and it is still a reimbursable meal. The intent is to give students a choice and avoid food waste. Schools have the ability whether or not they use OVS.]**
2. ( – ) The School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

**B. ( – ) Religious Reason [If Selected, Choose One]**

1. ( – ) The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through OVS.
2. ( – ) The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.

**C. ( – ) General Dietary Preference [If Selected, Choose One]**

1. ( – ) The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through OVS.
2. ( – ) The School District will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.

**[END-OF-OPTIONS]**

## IMPLEMENTATION AND DISCONTINUATION

### Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

### Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

### Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 9:00 a.m. **[or enter a time]** the same day.

### Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

### Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

### Substitutions

~~If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for a student for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 CFR Part 15b. To qualify for such substitutions the medical certification must identify:~~

- ~~A. the student's disability and the major life activity affected by the disability;~~
- ~~B. an explanation of why the disability affects the student's diet; and~~
- ~~C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).~~

~~If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, and the Supervisor of Business and Nutrition Services, substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "person with a disability but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:~~

- ~~A. the medical or dietary need that restricts the student's diet; and~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.~~

~~For students without disabilities who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required. While the request must specify the medical or other special dietary need that restricts the student's diet (i.e., precludes the student's consumption of cow's milk), medical certification may not be required.~~

## **Meal Charges**

Meals sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent.

The operation and supervision of the food service program shall be the responsibility of the Supervisor of Business and Nutrition Services. In accordance with Federal law, the Supervisor of Business and Nutrition Services shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2020 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal costs, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

## **Bad Debt**

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred **(X)** and after the Superintendent determines that sufficient reasonable effort and approaches to collecting the debt have been made. **[END OF OPTION]** If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

## **Negative Account Balances**

**[DRAFTING NOTE: USDA regulations provide local control with respect to permitting negative lunch account balances, including prohibiting it altogether. As a practical matter, a hard-line rule prohibiting any negative account balances is not recommended. Rather, permitting some limited negative balances to occur, while placing some restrictions on those situations, is likely the most appropriate. Nonetheless, this first option recognizes that each School District does have the choice to prohibit a negative balance without any exceptions].**

### **~~[ ]~~ [OPTION #1]**

~~No student will be permitted to purchase any meals for which the student does not have sufficient balance in their food service account or sufficient cash on hand to purchase the food items.~~

~~Students receiving paid or reduced price lunch who do not have sufficient account balance or cash on hand to purchase a meal ( ) will not be provided an alternative meal ( ) will be provided an alternative meal [END OF OPTIONS] that meets the USDA guidelines applicable to alternative meal options. The Superintendent shall, in coordination with the District's food service, assure that any alternative meals that are provided meet the requisite USDA guidelines for alternative meals. The cost of the alternative meal will be added to the delinquent account.~~

### **~~[END OF OPTION #1]~~**

### **[X] [OPTION #2]**

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance ~~( )~~ not to exceed \$\_\_\_\_\_. **(X )** not to exceed an amount equal to one (1) school week of regular meal price **[END OF OPTIONS]**. ~~( )~~ Students up to grade eight (8) will be allowed to incur a negative balance not to exceed \$\_\_\_\_\_. **[END OF OPTIONAL SENTENCE]**  
**[DRAFTING NOTE: The Board may establish a different permissible negative balance for elementary grades to account for the students' lower level of responsibility for managing these accounts at the younger grade levels.]** A student ~~( )~~ shall be **(X )** shall not be **[END OF OPTION]** permitted to purchase a la carte items without sufficient account balance or cash on hand. ~~( )~~ Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring their account current.

**[X ]** A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.

#### **[X ] [OPTION A]**

If a student has reached the permissible level of negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.

#### **[END OF OPTION A]**

#### **~~[ ] [OPTION B]~~**

~~If a student has a significant negative lunch account balance, they shall be provided an alternate meal ( ) at a reduced price recommended by the Superintendent and approved by the Board [END OF OPTION], the cost of which shall continue to accrue to a negative lunch account balance, and the student's parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.~~

#### **~~[END OF OPTION B]~~**

**[X ]** Negative lunch account balances will carry over from year-to-year until paid in full or until a student enters 9th grade. Upon entering 9th grade, any negative lunch account balances will be converted to school fees. Parents/Guardians will be responsible for paying all fees in accordance with Policy 6152 - Student Fees, Fines, and Charges. Fee waivers are applied in accordance with Policy 6152.01 - Waivers of School Fees for Instructional Materials.

#### **[END OF OPTION #2]**

#### **[END OF OPTIONS]**

Students who have qualified for Free lunches are still responsible for paying off any debt that was incurred prior to qualifying for free lunches.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. **(X )** The policy and guidelines will be posted on the District website. **[END OF OPTION]**

~~Bad debt incurred through the inability to collect meal payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal costs, arising from such bad debt after they have been determined to be uncollectable are also unallowable.~~

~~The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service and shall also address feeding students with unpaid meal balances without stigmatizing them.~~

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;

- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of food and supplies in accordance with law State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1200, Policy 3113, Policy 3210, Policy 3214, Policy 4113, Policy 4210, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting, and disposition of food service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-Federal funds used to meet a match or cost-share requirement must comply with the District's time and effort record-keeping policy (see Policy 6116).

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction unless the classroom is also used to serve meals to students is prohibited.

The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
 U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410; or

2. Fax:  
(833) 256-1665 or (202) 690-7442; or

3. E-mail:  
program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 6/13/11  
Revised 4/25/16  
Revised 12/12/16  
Revised 10/28/19  
Revised 9/10/20  
Revised 5/10/21

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#### Legal

R.C. 3313.81, 3313.811-815

A.C. 3301-91

42 U.S.C. 1758

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

OMB Circular No. A-87USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Special Update - S.B. 29 Corrections & Special Education Model - January 2025 Revised ELECTRONIC EQUIPMENT
Code	po5136.01R*LMF
Status	

### **Revised Policy - Special Update - SB 29**

#### **5136.01 - ELECTRONIC EQUIPMENT**

~~While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting, and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use ( ) or possess END-OF-OPTION] any electronic equipment or devices on school property or at any school sponsored activity without the permission of ( ) the principal ( ) the classroom teacher ( ) \_\_\_\_\_.~~

~~Examples of prohibited devices [INSERT THOSE ITEMS APPLICABLE TO YOUR DISTRICT; CONSIDER IN LIGHT OF DEVICES AUTHORIZED PURSUANT TO POLICY 5136] include, but are not limited to:~~

- ~~A. ( ) cameras (photographic and/or video),~~
- ~~B. ( ) laptops,~~
- ~~C. ( ) tablets (e.g., iPad like devices),~~
- ~~D. ( ) smartphones,~~
- ~~E. ( ) e-readers (e.g., Kindle like devices),~~
- ~~F. ( ) personal digital assistants (PDAs),~~
- ~~G. ( ) lasers,~~
- ~~H. ( ) laser pens or pointers,~~
- ~~I. ( ) radios,~~
- ~~J. ( ) "boom boxes",~~
- ~~K. ( ) headphones,~~
- ~~L. ( ) portable CD/MP3 players,~~
- ~~M. ( ) portable TV's,~~
- ~~N. ( ) electronic games/toys,~~
- ~~O. ( ) pagers/beepers, other paging devices,~~
- ~~P. ( ) recording devices, or other devices with one or two way audio communication technology,~~
- ~~Q. ( ) \_\_\_\_\_,~~



R. ( ) \_\_\_\_\_.

**~~[ ] Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision: [delineate approved devices]~~**

- A. ( ) cameras (photographic and/or video)
- B. ( ) laptops
- C. ( ) tablets (e.g., iPad like devices)
- D. ( ) smartphones
- E. ( ) e-readers (e.g., Kindle like devices)
- F. ( ) personal digital assistants (PDAs)
- G. ( ) portable CD/MP3 players ( ) with headphones
- H. ( ) \_\_\_\_\_

**~~[ ] Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board ( ) or on a school bus or Board-provided vehicle during school-sponsored activities, [END-OF-OPTION] at the discretion of the ( ) bus driver, ( ) classroom teacher, ( ) sponsor/advisor/coach, ( ) building principal [END-OF-OPTIONS]: [delineate approved devices]~~**

- A. ( ) cameras (photographic and/or video)
- B. ( ) laptops
- C. ( ) tablets (e.g., iPad like devices)
- D. ( ) smartphones
- E. ( ) e-readers (e.g., Kindle like devices)
- F. ( ) personal digital assistants (PDAs)
- G. ( ) portable CD/MP3 players with headphones
- H. ( ) electronic games/toys
- I. ( ) recording devices, or other devices with one or two way audio communication technology
- J. ( ) \_\_\_\_\_
- K. ( ) \_\_\_\_\_

Distracting behavior that creates an unsafe environment will not be tolerated.

**~~[ ] However, the use of any communication functionality that is a part of or attached to the above approved electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer to peer (ad hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's computer network. [END-OF-OPTION]~~**

**~~[ ] The preceding prohibitions do not apply to Board-owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices. [END-OF-OPTION]~~**

**~~Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01—Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic~~**

equipment/device to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation/transgender identity), age, disability, religion, or political beliefs; and 2) send, share, view or possess pictures, text messages, e mails, or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without the individual's/his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, ( ) classrooms, **[END OF OPTION]** and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

[ ] If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Board Policy 5771—Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

### Accessing and Monitoring School-Issued Devices and Accounts

While students have no right or expectation of privacy when using District technology resources, the District and third-party technology providers that provide services through a contract with the District are prohibited by State law from electronically accessing or monitoring certain features on school-issued devices provided to students unless a legally permissible exception exists. School-issued devices are defined as any hardware, software, devices, or accounts that a school district provides to an individual student for dedicated student use, ~~that student's personal use~~. The prohibited features include location-tracking features of a school-issued device, audio or visual receiving, transmitting, or recording features of a school-issued device, and student interactions with a school-issued device including, but not limited to, keystrokes and web-browsing activity.

"Student" means an individual currently enrolled in the School District in any of grades kindergarten through twelve (12).

However, the District and third-party providers are permitted to access and monitor student devices in the following circumstances:

- A. The activity is limited to non-commercial educational purposes for instruction, technical support, or exam proctoring by School District employees, student teachers, staff contracted by the District, a vendor, or the Department of Education and Workforce, ~~and notice is provided in advance;~~
- B. The activity is permitted under a judicial warrant or subpoena unless otherwise prohibited by State or Federal law;
- C. The District or a technology provider is notified or becomes aware that the device is missing or stolen;
- D. The activity is necessary to prevent or respond to a threat to life or safety, and the access is limited to that purpose;

E. The activity is necessary to comply with Federal or State law; and

F. The activity is necessary to participate in Federal or State funding programs.

Annually, the Board provides notice to parents and guardians of enrolled students that it generally monitors student devices in one (1) or more of the permitted circumstances. In the event that one (1) of the permissible circumstances listed in B, C, or D above prompts access to a student's device, and the District initiates responsive action, the District will notify parents in writing within seventy-two (72) hours of accessing the device. The notice will include an explanation of the circumstances which prompted the access, what features were accessed, and a description of the threat posed, if applicable. This notice is not required at any time when the notice would pose a threat to life or safety. ~~If the notice itself would cause a threat to life or safety, the District will provide the notice within seventy two (72) hours after the threat has ceased.~~

A contract entered into between a school district and a county board of developmental disabilities, educational service center, joint vocational school district, another school district, or an information technology center for services, including the general monitoring or access of school-issued devices, shall indicate which entity is responsible for providing notice under this section.

R.C. 3319.325, 3319.326, 3319.327

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R.C. 3319.325, 3319.326, 3319.327

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of Special Update - S.B. 29 Corrections & Special Education Model - January 2025 Revised VENDOR RELATIONS
Code	po6460R
Status	

### **Revised Policy - Special Update - SB 29**

#### **6460 - VENDOR RELATIONS**

The Board of Education shall not enter **into** a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which **the persons/he** is the author and which has been properly approved for use in the schools of this District.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that **they/he** received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at **their/his/her** earliest opportunity.

**[X]** Employee accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards", or any other reward under such affinity programs (including credit points or rewards directed to non-profit organizations) or other merchant "rewards" programs as a result of a District purchase is strictly prohibited.

Nothing herein shall prevent a school employee, who is not in a position to negotiate or authorize a contract with a vendor, from accepting a discount on goods purchased for personal use from a vendor with whom the Board does business (i.e., that has a contract with the Board) provided the vendor (a) extends the same discount to all of its customers and does not limit it to officials and employees of the District, (b) offers a uniform discount to all eligible school officials and employees, without limiting the offer to employees with official duties or responsibilities affecting the vendor's financial interest, and (c) does not offer the discount to school officials and employees in exchange for the performance of their public duties. Board members and/or school personnel who negotiate or authorize a vendor's contract are prohibited from accepting any discount offered by the vendor for **their/his/her** personal use. Such individuals also shall not suggest that the vendor offer an employee discount as part of the public contract.

All sales persons, regardless of **the** product, shall **make contact** ~~clear~~ with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with **the** policies of the Board on the basis of quality, price, and delivery with past service **as** a factor if all other considerations are equal.

#### **Requirements for Certain Technology Provider Contracts**

**Any person or entity who contracts with a School District to provide a school-issued device for dedicated student use and creates, receives, or maintains education~~education~~ records pursuant or incidental to its contract with the District must meet certain requirements as outlined in State law. For the purpose of this policy, these individuals/entities are referred to**

as "technology providers." The term "technology provider" does not include a county board of developmental disabilities, educational service centers, information technology centers, assessment providers, curriculum providers, or a city, local, or exempted village school district that the District contracts with to provide school-issued devices to students unless otherwise indicated.

For the purpose of this policy, the term "school-issued device" includes hardware, software, devices, and accounts that the District or technology provider, at the direction of the District, provides to an individual student for dedicated ~~their dedicated~~ ~~personal~~ student use.

As a condition of doing business with the District, technology providers who maintain education ~~educational~~ records as part of their contract to provide school-issued devices are required to comply with Chapter 1347 of the Revised Code to the same extent that the District is with regard to the collection, use, and protection of the records. Upon discovering that any of the District's education ~~educational~~ records are subject to a breach of security, a technology provider must promptly notify the District and provide all of the information that the District needs to notify individuals whose personal information has been compromised as required by R.C. 1347.12. All education ~~educational~~ records created, received, maintained, or disseminated by a technology provider remain the sole property of the District. Unless renewal of the contract is reasonably anticipated, all education ~~educational~~ records must be returned to the District or destroyed using industry-standard destruction protocols within ninety (90) days of the contract's expiration. Technology providers are prohibited from selling, sharing, or disseminating education ~~educational~~ records unless part of a valid delegation or assignment of its contract, or unless State law otherwise authorizes such action. Technology providers may not use education ~~educational~~ records for commercial purposes, including for marketing or advertising goods or services to students or parents. Technology providers may use education ~~educational~~ records which have been stripped of all personally identifiable information for the purposes of improvement, maintenance, development, support, or diagnosis of its site, services, or operations.

All contracts between the District and technology providers must ensure that appropriate industry-recognized security measures are used to safeguard education ~~educational~~ records. Contracts must also include provisions that technology providers will 1) only grant access to education ~~educational~~ records to those employees and contractors who need access to fulfill their official duties; and 2) will take measures to restrict unauthorized access of education ~~educational~~ records by employees and contractors.

By August 1st each school year, the District will provide parents and students with direct and timely notice by mail, electronic mail, or another method of direct communication of any contracts the District has with any provider of curriculum, testing, or assessment technology that affects a student's education ~~educational~~ records (including those entities which are not otherwise defined as technology providers under this policy). The notice will:

- A. identify each curriculum, testing, or assessment technology provider with access to education ~~educational~~ records;
- B. identify the education ~~educational~~ records affected by the curriculum, testing, or assessment provider contract;
- C. notify parents and students that they may request an opportunity to inspect a complete copy of any contract; with a technology provider; and
- D. provide contact information for the school department or employee that a parent or student should direct any questions or concerns regarding any program or activity that allows curriculum, testing, or assessment technology provider access to a student's education records.

**[DRAFTING NOTE: This notice is a new requirement adopted through Senate Bill 29 (135th General Assembly), which took effect October 24th, 2024. Some provisions of SB 29 were further amended by House Bill 432 (135th General Assembly), which took effect as an emergency measure on December 9th, 2024. Since the bill's effective date did not occur until after August 1, 2024, it is reasonable to conclude that Districts are not required to send the notice for the 2024-2025 school year. However, all Districts should be prepared and ready to send the notice by August 1, 2025.]**

### **Criminal Background Checks**

In accordance with State law, Policy 4121, and Policy 8142, a criminal background check is required of any non-teaching employee, including individuals employed by a private company/vendor under contract with the Board to provide essential school services, who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody, or control of a child.

R.C. 2909.33, 3319.321, 3319.325, 3319.326, 3319.391, 3319.392  
Auditor's Bulletin 2000-006

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Ohio Ethics Commission Opinion No. 2011-08 (effective Nov. 3, 2011)

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R.C. 2909.33, 3319.321, 3319.325, 3319.326, 3319.391, 3319.392

Auditor's Bulletin 2000-006

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Ohio Ethics Commission Opinion No. 2011-08 (effective Nov. 3, 2011)

Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po4120.08*LMF
Status	
Adopted	August 12, 2009
Last Revised	January 8, 2024

#### 4120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's classified staff, support staff, or individuals from the community or nearby areas.

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

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. Such qualifications shall include completion of a sudden cardiac arrest training course approved by the Department of Health, in accordance with R.C. 3319.303. The qualifications shall also include completion of a student mental health training course approved by the Department of Mental Health and Addiction Services. The mental health training course may be combined with or part of another training course. Such training must be completed each time the individual applies for or renews a Pupil Activity Program Permit. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent before the Board will pay any compensation.

No staff member employed in a position for which licensure or permit is required may be paid until evidence of such appropriate licensure or permit valid for the effective dates of such services has been received by the Superintendent and transmitted to the Treasurer.

Each coach and activity sponsor shall exemplify the sportsmanship expectations established in Policy 2431 and as listed below:

- A. exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards;
- B. respect the integrity and personality of the individual athlete or participant;
- C. set a good example for players and fans to follow - refrain from arguments and inappropriate behavior;
- D. respect the integrity and judgment of game and contest officials;
- E. display modesty in victory and graciousness in defeat;
- F. teach, model, and recognize sportsmanship;
- G. instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the top priority;
- H. treat opposing coaches, administrators, participants, and fans with respect.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation **and be enrolled in the State's Rapback System as required by State law** (see Policy 3121).

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

Revised 1/10/13

Revised 9/10/20

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

R.C. 3313.53, 3319.291, 3319.303, 3319.36, 3319.39



Book	Policy Manual
Section	Policies Adopted by the Board 03.10.25
Title	Copy of CRIMINAL HISTORY RECORD CHECK
Code	po4121*LMF
Status	
Adopted	August 12, 2009
Last Revised	October 22, 2018

#### 4121 - **CRIMINAL HISTORY RECORD CHECK**

In accordance with State law, the Board of Education requires a criminal background check including information from the Bureau of Criminal Identification and Investigation (BCII) of each applicant the Superintendent recommends for employment on the District's non-teaching staff as well as for all current non-teaching employees on a periodic basis. These requirements apply to any non-teaching employee, including individuals employed by a private company under contract with the Board to provide services and all substitutes and persons employed on a part-time basis such as coaches or activity supervisors.

**Specific** rules relating to employees engaged in the operation of a vehicle for student transportation (bus/van drivers) and non-teaching employees who are also licensed by the Ohio Department of Education (e.g. aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit), are set forth below.

A criminal background check is not required of any currently-employed staff member who is a candidate for another position in the District, unless otherwise required by law and/or this policy.

#### **Non-Teaching Employees Not Engaged in the Operation of a Vehicle for Student Transportation (Bus/Van Driver)**

The Superintendent shall establish administrative guidelines which will require an appropriate records check that complies with the law. These guidelines shall require a criminal history records check, which will include criminal history information from the Federal Bureau of Investigation (FBI), at the time of an initial application and every five (5) years thereafter, for current non-teaching employees every five (5) years, and for any individual employed by a private company under contract with the Board to provide service.

The guidelines shall also require that any information and records obtained from such inquiries be kept confidential and shall not be released or disseminated.

Should it be necessary to employ a person to maintain continuity of the District's operations, prior to receipt of the criminal history record, the Superintendent may, except in the case of a bus driver, employ the person on a provisional basis until the report is received.

#### **Enrollment in the State Rapback System**

The Board will ensure that all employees and contractors whose work duties involve routine interaction with a child or who are regularly responsible for the care, custody, or control of a child are enrolled in the State Rapback System. Licensed employees are enrolled in Rapback by the State Board of Education's Office of Professional Conduct upon approval of their license. School bus and van drivers, and all other unlicensed employees and contractors who do not have a license or permit issued by the State Board of Education, are expected to complete the necessary steps to enroll in Rapback through the State Board as required by law. Employees and contractors may need to complete a new BCI background check ~~( ) at their expense~~ **[END OF OPTION]** upon initial enrollment in Rapback. Enrollment in Rapback is considered a mandatory condition of employment and is not optional.

#### **Student Transportation Employees**

The administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school van driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). An updated, satisfactory BCII report shall be obtained for each school bus driver every six (6) years with driver re-certification. "Satisfactory" shall be defined by the same standards applied to other public school employees. Such records shall be maintained for a minimum of six (6) years.

In addition to the required BCII check, a copy of each new school bus driver's complete driving record must be obtained from the Ohio Department of Education prior to allowing the school bus driver to operate a school bus or school van for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the Ohio Department of Education to determine that such drivers have:

- A. no more than six (6) points within the last twenty-four (24) month period;
- B. no six (6) point violations during the last seven (7) year period;
- C. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past ten (10) years (i.e., not been convicted of a violation of R.C. 4511.19) or a substantially equivalent municipal offense;
- D. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01(II) during the last twenty-four (24) month period:
  - 1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;
  - 2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
  - 3. violation of a law of this State or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;
  - 4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;
  - 5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;
  - 6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;
  - 7. violation while operating a commercial motor vehicle of a law of the state, any municipal ordinance, any county or township resolution, or any substantially similar law of another state or political subdivision of another state which prohibits texting while driving or using a handheld mobile device (except when a person is texting or using a mobile device to contact law enforcement or other emergency services);
  - 8. violation of any other law of this State or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and
- E. no railroad crossing violations during the last twelve (12) months (as evidenced by a conviction, video, or report by a railroad official);
- F. not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier;

G. must be acceptable to the contract provider

The records obtained from the semi-annual records check will also be maintained for a minimum of ten (10) years.

If a school bus driver has any of the above-referenced violations, s/he will be disqualified from operating a school bus. The bus driver will also be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

If a school bus driver has an interruption in driving a school bus or school van for a period of one (1) year or longer, s/he will not be permitted to resume operating a school bus or school van until a copy of the school bus driver's complete driving record has been obtained.

No driver who is convicted of a traffic violation or has his/her commercial driver's license (CDL) suspended will be permitted to operate a school bus or school van until the driver files a written notice of the conviction or suspension. Such written notice must be immediately filed with the Superintendent or administrator in charge of transportation, irrespective of whether the traffic violation occurred while operating a Board-owned vehicle or a private vehicle or during school or non-school hours. Failure to file the required written notice of conviction or suspension will result in the revocation of the driver's certificate and/or disciplinary action, up to and including termination.

Further, no bus driver will be permitted to drive a school bus or school van unless s/he meets all other requirements contained in the rules adopted by the Ohio Department of Education prescribing qualifications of drivers of school buses and other student transportation. In addition, no bus driver will be permitted to drive a school bus or school van unless:

- A. information pertaining to the bus driver has been submitted to the Ohio Department of Education, including the name of the Board, name of the bus driver, driver license number, date of birth, date of hire, status of physical evaluation and status of training; and
- B. the most recent criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent.

#### **Current Non-Teaching Employees Also Licensed by the Ohio Department of Education**

Consistent with Policy 8141 and State law, certain non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) shall be required to undergo a criminal record check as described in this policy, upon renewal of any license, certificate or permit.

For these non-teaching employees, the Ohio Department of Education may waive the requirements of a criminal background check for those non-teaching employees who are also licensed by the State Department seeking the issuance or renewal of a license, certificate of permit, who have undertaken such process within the immediately preceding year.

#### **Effect of Guilty Plea and/or Conviction of Enumerated Crimes – All Non-Teaching Employees**

Non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) who engage in conduct unbecoming the teaching profession and/or who it is determined **to** have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), are subject to the mandatory reporting requirements set forth in Policy 8141, in addition to an action by the Board to terminate their employment.

All other non-teaching employees who are the subject of a criminal records check including applicants hired provisionally in advance of a completed criminal records check, as well as student transportation employees (bus/van drivers, preschool and special needs bus aides), and/or individuals employed by a private company under contract with the Board to provide services, who it is determined **to** have pled guilty to or been convicted of any offense enumerated under R.C. 3319.39(B)(1), shall not be hired or shall be released from employment, as applicable, unless such individual meets the rehabilitation standards adopted by the Ohio Department of Education under division (E) of that section at the time of the hiring and/or upon discovery of such plea or conviction by the Board.

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Legal R.C. 109.57, 109.572, 2950, 2953.32, 3319.39, 3301.541, 3319.291, 3319.31  
A.C. 3301-83-06 (B)(10), 3301-83-06 (F)(2), 3301-83-06 (F)(5)

A.C. 3301-83-10 (F), 3301-20-01, 3301-83-23, 4501-1-05

Book	Policy Manual
Section	Policies Adopted by the Board 01/13/25
Title	Copy of Vol. 41, No. 2 - January 2023 Revised ANIMALS ON DISTRICT PROPERTY
Code	po8390*LMF
Status	
Adopted	April 28, 2014
Last Revised	December 12, 2016

### **Revised Policy - Vol. 41, No. 2**

**[DRAFTING NOTE: Optional language regarding therapy/comfort animals is included in this template. Note: Neola does not recommend including such animals, due the liabilities and complexities of such authorization. However, given the widespread nature of such practice, optional language providing structure to such approval is offered for use at the discretion of client districts. It is strongly recommended that such action be thoroughly explored with the district's legal counsel and approval sought from the Board.]**

## **8390 - ANIMALS ON DISTRICT PROPERTY**

### **Introduction**

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

### **Definitions**

- A. **"Animal"**: includes any living creature that is not a human being.
- B. **"Service animal"**: pursuant to 28 C.F.R. Section 36.104-35.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

- C. ~~(-) "Emotional Support Animal": Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained~~

and certified as a "service animal". (See 28 C.F.R. 36.104)

- D. **(X) "Therapy Dog":** Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing support, affection, and/or comfort. A therapy dog in a school setting may serve the function of assisting students in the learning process (e.g., improving communication and/or reading skills), helping to reduce stress, and/or providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs (source: American Kennel Club/AKC).

**[ ] [OPTIONAL LANGUAGE]**

**[NOTE: The following section should be included in the policy only if the District intends to require this of any animal brought onto District property for official purposes or on a regular/recurring basis.]**

**Vaccination, Licensing, and/or Veterinary Requirements**

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including, but not limited to, rabies vaccination or other inoculations required to be properly licensed.

**[END OF OPTIONAL LANGUAGE]**

**~~Non-Service Animals in Schools and Elsewhere on District Property~~**

~~Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.~~

~~Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum related projects and activities only under the following conditions:~~

- ~~A. the staff member seeking approval to have a non-service animal in his/her classroom shall:~~
  - ~~1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;~~
  - ~~2. take precautions deemed necessary to protect the health and safety of students and other staff;~~
  - ~~3. provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,~~
  - ~~4. keep the surrounding areas in a clean and sanitary condition at all times;~~
- ~~B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health related or other concerns.~~

~~Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.~~

**Service Animals for Students**

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare **(X)**, or supervision, **[END OF OPTION]** of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or

other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means); or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy ~~8120-4120-09~~.

### Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal ~~demonstrated~~ demonstrates that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded; and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and ~~his/her~~ their parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights or the Department of Justice.

### Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with ~~his/her~~ their service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and ~~his/her~~ the student's parents, or eligible student, and the handler, if ~~s/he~~ the handler is someone other than the student, shall meet with the ( ☒ ) Principal and/or ( ☒ ) Transportation Supervisor ( ) [OTHER] \_\_\_\_\_ [END OF OPTIONS] to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the ( ☒ ) Principal and/or ( ☒ ) Transportation Supervisor ( ) [OTHER] \_\_\_\_\_ [END OF OPTIONS], an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor; at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and ~~his/her~~ the student's parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the ( ☒ ) Transportation Supervisor and/or ( ☒ ) Principal ( ) [OTHER] \_\_\_\_\_ [END OF OPTIONS].

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

## Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA-mandated interactive process.

## Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs, or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her/their service animal in accordance with Policy 9160 - Public Attendance at School Events.

## Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in their classroom shall:
  1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  2. take precautions deemed necessary to protect the health and safety of students and other staff;
  3. provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
  4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

## OPTIONAL LANGUAGE

### Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms as service animals. Unless required by a student's IEP or Section 504 Plan, the District is not required to grant a student's request that the student be permitted to bring an emotional support animal to classes or on school grounds for any purpose. ( ) The Superintendent may grant a student use of an emotional support animal on a case by case basis if necessary and not disruptive to the environment or other students.

Consistent with State and Federal law, authorization for an emotional support animal to be on District grounds may be suspended if the animal is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the animal to be on District grounds requires approval by the ( ) Superintendent ( ) OTHER \_\_\_\_\_. Authorization for an emotional support animal to be on District grounds may be withdrawn at any time by the Superintendent.

## END OF OPTIONAL LANGUAGE



**X ] [OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]****Therapy Dogs**

Therapy dogs are the personal property of the handler and are specially trained to help students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the (X ) Superintendent ( ) building principal ( ) [OTHER] \_\_\_\_\_ [END OF OPTIONS], provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.
- C. Documentation that the therapy dog is not younger than one (1) year old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog and the therapy dog's care, cleaning, feeding, and cleanup while on District grounds.
- G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the (X ) Superintendent ( ) [OTHER] \_\_\_\_\_. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the Superintendent.

**[END OF OPTIONS]**

An approved Therapy Dog shall have appropriate identification identifying it as a therapy dog at all times while on District property. The therapy dog shall be under the control of the therapy dog's handler(s) at all times, which requires the therapy dog to be attached to the therapy dog's handler by means of a leash or harness whenever the therapy dog is on District property and outside of its designated room. The handler shall not take any photographs or students or staff.

Displays/instances of aggression, dog bites, and/or any other incidents/accidents with the dog need to be immediately reported to the principal, the school nurse (as appropriate), and the parents/guardians of students involved (as appropriate).

District employees shall not receive any additional pay, stipend, or compensation for providing the therapy dog or for being the handler and/or the owner of the therapy dog. The supervision and care of the approved therapy dog is solely the responsibility of the therapy dog handler(s) when the therapy dog is on District property. The therapy dog handler will assume full responsibility and liability for any damage to school district property or injury to district staff, students, or others while the therapy dog is on a District campus.

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Legal

28 C.F.R. 35.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

R.C. 955.43

R.C. 1717.01



**HUDSON CITY SCHOOL DISTRICT**  
**WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS**

If you or your child are currently receiving aid from Ohio Works First, Ohio's Disability Assistance Program, or other State or Federal government assistance program you may be eligible for a waiver of any fees associated with participation in a course of study. You may also be eligible if your family has experienced severe financial hardship due to illness, injury, or a catastrophic event such as fire or flood. (The waiver shall not apply for fees charged for participation in co-curricular or extra-curricular activities.)

If you believe you are eligible for this waiver please complete this form and send it to **76 North Hayden Parkway, Hudson, OH 44236**. If you have any questions, contact **Angela Terella at 330-653-1217**.

I, \_\_\_\_\_ (parent or guardian) believe my child (please provide the name of each child you have in school) is eligible for waiver of fees.

\_\_\_\_\_  
(Name) (Grade) (Name) (Grade)

\_\_\_\_\_  
(Name) (Grade) (Name) (Grade)

I voluntarily disclose the following information to enable Hudson City School District to determine eligibility for this waiver.

\_\_\_ I currently receive funds from the State's Disability Assistance Program:

Case Number \_\_\_\_\_

\_\_\_ I currently receive funds from the Ohio Works First Program:

Case Number \_\_\_\_\_

\_\_\_ My child qualifies for free or reduced breakfast/lunches under the National School Lunch Program

\_\_\_ My family has suffered significant financial losses due to the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Please attach a separate sheet of paper explaining your reasons if the explanation exceeds the space provided. Also, please attach appropriate documentation for your stated reason(s).

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

**You will receive a confirmation if your fees are waived.**