

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE II, TITLE VI, TITLE VII AND TITLE IX, SECTION 504, AGE ACT, AND ADA NONDISCRIMINATION

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this district. (see Policy 2260)

If any person believes that the Elida Local School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, shall be referred to as a grievance, to the District's Civil Rights Coordinators:

Krissa Worley, HS Principal
401 E. North St. Elida, OH 45807
419-338-6801
kworley@elida.k12.oh.us

Alison Sites, Director of Curriculum
4380 Sunnysdale Ave., Elida, OH 45807
419.338.6800
asites@elida.k12.oh.us

SEARCH FOR CHILDREN WITH DISABILITIES

School districts throughout Ohio are participating in an effort to identify, locate and evaluate all children with disabilities, birth through age 21.

For children birth through age 2, a disability means that a child has a delay in one or more of the following developmental areas: adaptive behavior, cognition, communication, physical development, sensory development and/or social or emotional development.

For children ages three through five, a disability means that a child has a documented deficit in one or more of the following developmental areas: communication skills, hearing abilities, motor functioning, social-emotional/behavior functioning, or vision abilities.

For school age students, a disability means a person having one or more conditions such as autism, developmental handicap, hearing handicap, multi-handicap, orthopedically and/or learning disability, traumatic brain injury, or visual handicap.

Many unidentified children with disabilities are pre-school age. (see Policy 2460)

If you know of a child who you think may have a disability, please contact: Elida Local School District – Gwen Johns, Director of Special Education - 419.338.6800.

BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs, look-alike drugs, and/or paraphernalia by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs included are any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed. (see Policy 5530)

PUBLIC VIEW ON FUNDS FOR HANDICAPPED

Public comment is solicited on the proposed budget for expenditure of Title VI-B funds granted to the Elida Local School District under the provisions of Public Law 94-142, the Education of All Handicapped Act. These monies are commonly referred to as Flow-Thru Funds, and are to be used for the education of identified handicapped students. Each school district in Ohio is entitled to funds for every identified child served by the district.

The money is used to provide services and to buy equipment and materials.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

In compliance with Federal Regulations, the Elida Local School District has established the following guidelines concerning student records: Each student's record will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal Law and District Regulations. A parent, guardian, or adult student has the following rights: 1) inspect and review the student's records; 2) request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights; 3) consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law; 4) challenge District noncompliance with a parent's request to amend the records through a hearing; 4) file a complaint with the Department of Education, and 6) obtain a copy of the District's policy and administrative guidelines on student records. (see Policy 8330)

NOTIFICATION TO PUBLIC/PARENTS REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS

Public Inspection of instructional materials such as textbooks, library books, reference works, and the like, may be approved by completing a REQUEST FOR REVIEW OF MATERIALS OR COURSE CONTENT which is available at the central office or online.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional material 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. (see Policy 5780 and Policy 5780.01)

NOTIFICATION OF ACCELERATION POLICY

Elida Local School District Board of Education Policy has a policy that addresses academic acceleration, early entrance to kindergarten and early high school graduation. This policy describes the process that is used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject area, promoted to a higher grade level than their same-age peers and granted early graduation from high school.

The Board's policy on acceleration, as well as, the "Request for Acceleration" referral form can be found on the school district website: <http://www.home.elida.k12.oh.us> or by contacting the building administrator. (see Policy 5409)

PROFESSIONAL QUALIFICATION NOTICE

The Elida Local School District is obligated by law to inform all parents of the school district that they have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows you to ask for certain information about your child's classroom teachers and requires the school district to give you the information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- * Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- * Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- * The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- * Whether any teachers' aides or similar paraprofessional provide services to your child and, if they do, their qualifications.

(see Policy 3120)

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. - 123h, requires Elida Local School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- * Political affiliations or beliefs of the student or students' parent.
- * Mental or psychological problems of the student or student's family.
- * Sex behavior or attitudes.
- * Illegal, anti-social, self-incriminating, or demeaning behavior;
- * Critical appraisals of others with whom respondents have close family relationships;
- * Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- * Religious practices, affiliations, or beliefs of the student or parents; or

* Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screening.

If you wish to opt your child out of participating in certain school activities, you must notify the District in writing by November 1st each year.

NOTIFICATION OF RIGHTS UNDER FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are: The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by The School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her professional responsibility. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.) (see Policy 8330)

FERPA AND DIRECTORY INFORMATION:

The school district follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. The exception to disclosure of student information without consent is the release of "directory information." The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that he/she will not permit distribution of the following information. (see Policy 8330) Under Ohio law directory information includes the following:

Student name	Participation in officially recognized activities and sports
Address	Weight and height of members of athletic teams
Telephone listing	Dates of attendance
Date and place of birth	Date of graduation
Major field of study	Awards received

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Elida Local School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

MCKINNEY-VENTO – UNACCOMPANIED YOUTH ("HOMELESS")

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals

- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
 - F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting
- Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless. (see policy 5111.01)

The District's McKinney-Vento Homeless representative can be reached at: – Gwen Johns, Director of Special Education – 419-338-6801 or mail to gjohns@elida.k12.oh.us

STUDENT ATTENDANCE

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student
- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation - (see student handbook) the District requires verification of the date and time of the visitation by the college, university, or technical college
- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression. (see Policy 5200)

WELLNESS

The Board of Education has an established [Wellness Policy \(8510\)](#) which can be found on the school's website. Any staff member, parent, or community member who would like to comment or suggest changes to the District's policy should send that information to the superintendent by May 1st for consideration by the Wellness Committee.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board of Education is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort (i.e., there is no other safe and effective intervention available) and in accordance with the terms of this policy, use approved physical restraint or seclusion to maintain a safe environment.

All physical restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of physical restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Absent an emergency, only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this policy. (see Policy 5630.01)

COMMUNICATION OF SCHOOL SAFETY THREATS

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that all school employees (including administrators, professional staff, and support staff) and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

It is not until the nature of the problem has been assessed and the emergency plan put into action before parents will be notified of any threat through text alerts, and/or posted messages, and/or phone calls. (see Policy 8400)

HEALTHCARE SERVICES OFFERED

Under the Parents' Bill of Rights (HB8), the Board must provide an annual notice of known health care services required by the District under State law. These services include, but aren't limited to, vision screening, hearing screening, management of immunization records, mental and behavioral health services, preventive education, special education related healthcare services.