

## **STUDENT POLICIES GOALS**

The Board advocates the following goals to:

1. to educate students to their fullest potential;
2. enhance equal educational opportunities for all students;
3. instill in all students the ability to be critical thinkers and to strive for life-long learning;
4. promote consistent attendance;
5. ensure that the Constitutional rights of all students as citizens in a democracy have practical meaning and application;
6. develop in students a deep sense of personal responsibility for their actions;
7. attend vigorously to matters of student safety, health and welfare;
8. deal justly and constructively with all students in matters of discipline and
9. help all students feel that they are valued as individual persons in the school environment.

Adoption date: May 11, 2009

LEGAL REF.: Ohio Cons. Art. II  
ORC 3313.20; 3313.48

## **EQUAL EDUCATIONAL OPPORTUNITIES**

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

Original Adoption Date: May 11, 2009

Revised Adoption Date: December 14, 2009

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.  
Executive Order 11246, 1965, amended by Executive Order 11375  
Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)  
Individuals with Disabilities Education Act; 20 USC 1400 et seq.  
Americans with Disabilities Act; 42 USC 12101 et seq.  
Vocational Rehabilitation Act of 1973, Section 504  
ORC 9.60 through 9.62  
Chapter 4112  
5903.01(G)  
OAC 3301-35-02; 3301-35-04

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
IGBA, Programs for Students with Disabilities  
IGBB, Programs for Gifted and Talented Students  
IGBI, English as a Second Language (Limited English Proficiency)  
IGBJ, Title I Programs  
JECAA, Admission of Homeless Students  
JFA, Student Due Process Rights

## **SCHOOL ATTENDANCE AREAS**

The Board determines attendance areas for the various schools of the District. The Superintendent recommends boundary lines, taking into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns. Except as the foregoing factors influence boundary lines, the area established should permit each student to attend the school nearest his/her place of residence.

Students are expected to attend the schools in the areas in which they live; individual exceptions may be made within Board policy or may be made in the best interests of the student and/or the schools.

Adoption date: May 11, 2009

LEGAL REFS.: ORC 3313.48; 3313.97  
33319.01

CROSS REFS.: IGBJ, Title I Programs  
JECA, Open Enrollment Policy  
JECB, Admission of Nonresident Students  
JECBA, Admission of Exchange Students

## COMPULSORY ATTENDANCE AGES

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

1. The person receives a diploma or certificate of high school equivalence granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.
2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State law.
3. The person is excused from school under standards adopted by the SBOE pursuant to State law.
4. The person is exempt from compulsory attendance through a home education program.

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

Original Adoption Date: May 11, 2009

Re-Adoption Date: April 4, 2016

Re-Adoption Date: September 12, 2016

Revised Adoption Date: December 11, 2023

LEGAL REFS.: ORC 3301.80; 3301.81  
3313.61  
3321.01 et. seq.  
3331.02  
OAC 3301-35-04  
3301-41

CROSS REFS.: IGBG, Homebound Instruction  
IGCF, Home Education  
JEB, Entrance Age (Mandatory Kindergarten)  
JEG, Exclusions and Exemptions from School Attendance  
JFE, Pregnant Students

**ENTRANCE AGE**  
(Mandatory Kindergarten)

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten. Each child who is six years of age on or before August 1 and who has successfully completed kindergarten is eligible to enroll in the first grade.

Original Adoption Date: May 11, 2009  
Re-Adoption Date: December 10, 2012

LEGAL REFS.: ORC 3321.01

CROSS REFS.: IKEB, Acceleration  
JEA, Compulsory Attendance Ages  
JEBA, Early Entrance to Kindergarten

NOTE:

*Senate Bill 316 (2012) removed the provision allowing for the waiver of successful completion of kindergarten as a prerequisite for admittance to first grade).*

## **EARLY ENTRANCE TO KINDERGARTEN**

State law establishes minimum age requirements for admission to kindergarten. A child who does not meet the age requirements for admittance to kindergarten or first grade, but who will be five or six years old, respectively, prior to January 1 of the school year in which admission is requested, shall be evaluated for early admittance in accordance with District policy upon referral by the child's parent or guardian, an educator employed by the District, a preschool educator who knows the child or a pediatrician or psychologist who knows the child. Following an evaluation in accordance with such a referral, the Board decides whether to admit the child.

If a child, for whom admission to kindergarten or first grade is requested, will not be five or six years of age, respectively, prior to January 1 of the school year in which admission is requested, the child is admitted only in accordance with the District's acceleration policy adopted under State law.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 10, 2012

Re-Adoption date: February 2, 2015

LEGAL REFS.: ORC 3314.06  
3314.08  
3321.01  
3324.01 et seq.  
OAC 3301-51-15

CROSS REFS.: IGBB, Programs for Gifted and Talented Students  
IKEB, Acceleration  
JEB, Entrance Age (Mandatory Kindergarten)

## SCHOOL ADMISSION

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

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

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

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

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

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

### **Transfer of School Records**

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

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

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

**Interstate Compact on Educational Opportunity for Military Children**

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

Original Adoption Date: May 11, 2009

Re-Adoption Date: July 29, 2013

Re-Adoption Date: April 4, 2016

Re-Adoption Date: January 9, 2017

Revised Adoption Date: December 6, 2021

Revised Adoption Date: December 11, 2023

LEGAL REFS.: ORC 2151.33;  
2152.18(D)(4)  
3109.52 through 3109.61;  
3109.65 through 3109.76;  
3109.78; 3109.79; 3109.80  
3301.60 through 3301.65  
3313.48; 3313.64; 3313.67; 3313.671; 3313.672  
3317.08  
3319.324  
3321.01  
OAC 3301-35-04(F)

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



## WALNUT TOWNSHIP LOCAL SCHOOL DISTRICT

File: JECA

### OPEN ENROLLMENT POLICY

#### A. Intradistrict

In compliance with Section 3313.98 of the Ohio Revised Code, the Walnut Township Local School District adopts a policy of not offering open enrollment transfers within district to K-12 students in the Walnut Township Local School District, given that the district has only one building which currently houses each grade level.

#### B. Interdistrict Open Enrollment (Statewide)

The Walnut Township Local School District Board of Education permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendent of other districts whenever another district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined;
4. resident students and previously enrolled District students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic or any other skill or proficiency;
6. no limitations on admitting students with disabilities, unless services required in an Individualized Education Program are not available in the District;
7. no requirement that the student be proficient in the English language;
8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by another district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment. The Board will not adopt a policy that discourages resident students from participating in interdistrict open enrollment.

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

### Open Enrollment Regulations

1. Applications to transfer from the school district of residence to the Walnut Township Local School District must be completed and received by the Walnut Township Local School's Superintendent by July 10 preceding the school year of desired attendance.

Students who move out of the district may apply to the Superintendent for transfer during a school year. The Superintendent may consider the interim period application should he/she feel the data warrants such review. Completed, dated applications shall be placed in priority order for review based on a first-come, first-served basis.

- a) The application form, available from the Walnut Township Local Schools District Office, shall be completed, signed by the parent(s) or guardian(s) of record, shall contain a complete individual immunization record meeting current State of Ohio standards, shall have a recent official transcript or record of achievement (grade card) attached, and a record of any suspensions or expulsions from the present and previous school term (school term means school year). If the student making application is handicapped, a current I.E.P. must be submitted with the application.
  - b). Applicants shall be notified by the Superintendent's office of their approval/disapproval in writing by July 20 of each year. The Superintendent's decision is final in all cases.
  - c). A copy of the approval/disapproval letter shall be forwarded by the Superintendent's office to the Superintendent of the school district residence.
  - d). Approved students must formally accept this transfer by forwarding a letter of acceptance to the Walnut Township Local School's Superintendent's office by August 1 of each year. The letter must be signed by the parent(s) or guardian(s) of record, state the student's name, birth date, social security number, and include the statement: (Student's Name) shall remain in the Walnut Township Local School District through the end of the school year for which the transfer is requested.
2. Each school year the Superintendent of the Walnut Township Local School District shall establish, by June 15, a capacity limit for the Walnut Township Local Schools which will include limits of: grade levels, buildings, and educational programs. This may be adjusted by the Superintendent during the school year should changes in facilities or programming, in the Superintendent's judgment, warrant such action.

3. Notwithstanding that a grade level capacity is already exceeded by enrollment of native students or that the number of applications for interdistrict open enrollment would cause the grade level enrollment to exceed the capacity limit established by the Superintendent, if there are sufficient applications for transfer to a particular grade level in the Walnut Township Local Schools to reasonably initiate, support and sustain a new section of that grade level, then the Superintendent may create such a new grade level (class) section thereby bringing the enrollment in line with the established capacities and permitting open enrollment transfer applications to be approved.
4. Existing students shall have primary preference for enrollment in grade levels, buildings, and educational programs. Previously enrolled students of adjacent districts shall have preference over first-time transfer applicants. All approved transfers are in effect for one school year only. Applications must be renewed yearly by July 20, provided the Walnut Township Local Board Education still has an Interdistrict Open Enrollment Policy. Re-enrollment of a transfer student shall not be considered automatic.
5. No requirements of academic, athletic, artistic, or extracurricular skills shall be required to be considered for enrollment; however, appropriateness of educational programming and student needs shall be a factor considered for approval.
6. No limitations regarding the admittance of handicapped students shall be recognized, with the exception of services required in an IEP which are not provided on the premises of the Walnut Township Local School District, or in cases where the board established maximum number of students has been attained in the units or regular classrooms established to provide such services. A copy of the current IEP shall be attached to the application. The Walnut Township Local School District is not required to institute any special education programs to serve transfer students or to serve them in a manner which the residence students are not also being provided.
7. There is no requirement that the student be proficient in the English language; however, additional services beyond those available at the date of application within the school district shall not be provided or created.
8. There shall be no rejection of any applying student because the student has been subject to prior disciplinary proceeding in his/her district of residence school; except if an applicant has been suspended or expelled by the adjacent district for ten (10) consecutive days or more in the term for which admission is sought, or in the term immediately preceding the term for which admission is sought, or should there be judicial (court) procedures that cause such approval to be denied. A term is defined as a school year. The administration has the right to reject open enrollment students for a subsequent school year due to disciplinary or other valid reasons occurring while the transfer student attended the Walnut Township Local Schools.
9. Transfers comprising less than a full day will be considered on an individual basis.
10. Consideration will be given to ensure maintenance of an appropriate racial balance within the district.
11. A transferred student may avail himself/herself to existing Walnut Township Local School's transportation systems, routes, and pick-up points. Transportation from outside the district to a bus stop within the district is the responsibility of the parent(s) or guardian(s), unless the child is

handicapped and is receiving transportation in accordance with his/her plan for special education and is so stated in his/her IEP. Parent(s) or guardian(s) whose income falls below the federal poverty level may be reimbursed for the reasonable cost of transporting their child from their home to the designated school bus stop in accordance with Ohio Revised and Administrative Codes, in lieu of transportation reimbursement.

Because of the financial benefit represented by open enrollment students attending Walnut Township Local School District, exceptions to the above will be considered on a case by case basis according to the following:

- a) Bus routes must have sufficient student load capacity to absorb additional students.
- b) Open enrollment students may rendezvous with existing routes to be transported from and back to these rendezvous points. The Transportation Coordinator, in cooperation with parents and bus driver, will determine the location of the rendezvous points, considering such factors as safety, bus route schedules, and convenience to parents.
- c) In case of students who reside on property that is contiguous with the Walnut Township Local School District, bus service to the residence of the open enrollment student may be provided, if in the judgment of the Transportation Coordinator and Superintendent, the additional service does not have a significant impact on existing routes. Factors to consider in determining significant impact include but are not limited to:
  - 1) The amount of additional travel time.
  - 2) Capacity for additional students on the route.
  - 3) The amount of additional travel expense.
  - 4) Availability of a safe turn-around.
  - 5) General safety considerations.

If, in the judgment of the Transportation Coordinator and Superintendent, one or more of the above conditions are not suitable, then transportation services will be denied.

12. All credits earned toward graduation under an accredited, approved secondary education program shall be accepted by the Walnut Township Local Schools, in accordance with district policy.

Original Adoption Date: May 11, 2009

Revised Adoption Date: May 10, 2021

LEGAL REFS.: ORC 3313.64  
ORC 3313.98  
ORC 3313.983  
ORC Chapter 3327  
OAC 3301-48-02

CROSS REF.: IGDJ, Interscholastic Athletics

## ADMISSION OF HOMELESS STUDENTS

The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. Enrollment is defined by the McKinney-Vento Homeless Assistance Act as attending classes and participating fully in school activities.

A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
7. migratory students-living in circumstances described above and
9. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;
2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;
3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;
4. it provides training opportunities for staff on identifying and serving homeless students;
5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency of other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;
6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to non-homeless students and
7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

The liaison carries out all duties required by law, ensures compliance with the sub-grant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

Original Adoption Date: May 11, 2009

Re-Adoption Date: April 4, 2016

Re-Adoption Date: January 9, 2017

Re-Adoption Date: March 12, 2018

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
42 USC Sections 11431 et seq.  
ORC 9.60 through 9.62  
3313.64(F)(13)  
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: AC, Nondiscrimination  
JB, Equal Educational Opportunities  
JEC, School Admission  
JHCB, Immunizations  
JO, Student Records

*NOTE: All school districts that are direct recipients of federal funds are required to have a board policy on the admission of homeless students. In addition, administrators must:*

- 1. provide documentation/evidence of communication disseminated/posted by the district;*
- 2. identify a Homeless Coordinator in the CCIP Address Book;*
- 3. provide evidence of program/information provided to staff regarding the specific needs of homeless students and*
- 4. establish a dispute resolution procedure.*

*The Every Student Succeeds Act revised the McKinney-Vento Homeless Assistance Act requirements effective October 1, 2016 and expanded district obligations for identifying and serving homeless students. Students awaiting foster care placement were removed from the definition of homeless student and are covered in separate provisions for foster students effective December 10, 2016. Homeless students also are a new subgroup for accountability and reporting purposes.*

**ADMISSION OF HOMELESS STUDENTS**  
(Enrollment Dispute Resolution Process)

The District is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: eligibility, enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.

Should a dispute arise over school selection or enrollment in a school, the parents, guardians and unaccompanied youth may initiate the resolution process directly at the school they choose or with the District homeless liaison. Written and/or oral communication may be provided to support their views. Students are provided with all services for which they are eligible while the dispute is being resolved.

Disputes should be resolved at the District level, rather than the school level. The District makes the resolution process as informal and accessible as possible, allowing for impartial and complete review.

Written documentation from the District is complete, as brief as possible, simply stated and provided in a language the parent, guardian or unaccompanied youth can understand.

The following steps are taken when a dispute arises over school selection or enrollment in a school:

1. The District provides the parent/guardian or unaccompanied youth with a written explanation of the school's decision regarding school selection or enrollment.
2. The District informs the parent/guardian or unaccompanied youth in writing of their right to appeal the decision.
3. Should the dispute continue, the District refers the parent/guardian or unaccompanied youth to the District homeless liaison who shall review the complaint and issue an opinion in writing to the parent/guardian or the unaccompanied youth.
4. Should the dispute continue, the District homeless liaison assists the involved parties in presenting the situation to the Ohio Department of Education homeless education coordinator.
5. The state homeless education coordinator recommends a decision for distribution to the parent/guardian or unaccompanied youth, local Superintendent and District liaison.
6. Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

Original Approval date: April 4, 2016

Re-Approval Date: January 9, 2017

Re-Approval Date: March 12, 2018



## ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District or reside with a grandparent with either power of attorney or caretaker authorization affidavit. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

In compliance with State law and Board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition, which may require emergency attention and his/her parent is employed in the District;  
(The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services;  
(The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan;  
(The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)
7. the student's parent is a full-time employee of the District;  
(Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)

8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s), provided that the Board and the board of education of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the District;  
(The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)
10. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;
11. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
12. the student is under the age of 22 and resides in a new school district because of the death of a parent;  
(The student is entitled to finish the current school year in the District upon approval of the Board.)
13. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or  
(The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)
14. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in career-technical or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or
3. for adult residents or support staff employees of the District who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

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

Tuition Students

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the State, based on a per-student cost determined in compliance with State law. Nonresident students must provide all records required of resident students in compliance with State law.

Original Adoption Date: May 11, 2009

Re-Adoption Date: July 29, 2013

LEGAL REFS.:   ORC   2152.18(D)(4)  
                          3109.52 through 3109.61; 3109.65 through 3109.76;  
                          3109.78; 3109.79; 3109.80  
                          3311.211  
                          3313.64; 3313.644; 3313.645; 3313.65; 3313.672; 3313.90  
                          3317.08  
                          3319.01  
                          3323.04  
                          3327.04; 3327.06  
                  OAC   3301-35-04  
                          3301-42-01

CROSS REFS.:   JEC, School Admission  
                  JECAA, Admission of Homeless Students  
                  JECBA, Admission of Exchange Students  
                  JECBB, Admission of Interdistrict Transfer Students  
                  JO, Student Records

## ADMISSION OF EXCHANGE STUDENTS

The Board believes that one of the most effective vehicles for improving international understanding is communications among the individuals of various nations. Accordingly, the Board endorses the involvement of high school students and their families in recognized foreign exchange student programs. The Superintendent and administrative staff are responsible for developing regulations to direct the involvement of the high school with such programs.

Exchange students are not responsible for tuition if sponsored under an approved exchange program while temporarily residing in the District with a host family. Exchange students must meet the same requirements and expectations required of resident students, including immunization requirements.

Exchange students are encouraged to participate in all student activities, provided they meet the academic requirements.

The Board reserves the right to limit the number of exchange students in any given year.

Foreign exchange students enrolled in a recognized visitor exchange program may be eligible to participate in interscholastic athletics in accordance with Ohio High School Athletic Association Bylaws.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 14, 2009

Re-Adoption Date: February 2, 2015

Re-Adoption Date: April 4, 2016

LEGAL REFS.: ORC 3313.20; 3313.535; 3313.61(H); 3313.615; 3313.64

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities  
IGDJ, Interscholastic Athletics  
IGDK, Interscholastic Extracurricular Eligibility  
IKFB, Graduation Exercises  
JECB, Admission of Nonresident Students  
JHCB, Immunizations

## **ADMISSION OF EXCHANGE STUDENTS**

The following regulations shall be observed in administering the foreign exchange student program:

1. Exchange students must be associated with an organized foreign exchange program that is approved by the Board. Such programs must maintain either an office or a representative in Ohio.
2. The sponsoring parents and/or representatives of the approved sponsoring organization must contact the designated coordinator of the foreign exchange student program in the high school guidance office.
3. The Board reserves the right to restrict the number of foreign exchange students in any given academic year.
4. The school reserves the right to deny enrollment to foreign exchange students if approval by the high school guidance office has not been given by July 1 preceding the year of desired enrollment.
5. In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival.
6. Exchange students must be full-time students carrying a full academic class load. Enrollment eligibility shall be determined on an annual basis. Exchange students shall receive pass/fail grades only for purposes of class GPA ranking. The coordinator shall keep a record of the students' actual grades for permanent records.
7. Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.
8. Priority for enrollment will be granted to students enrolling in a level other than grade 12.
9. Exchange students completing grade 12 will receive an honorary diploma or certificate of attendance.

To receive a regular diploma, the exchange student must successfully complete a program of study developed by the principal/designee and fulfill all other requirements for graduation. Exchange students must complete the applicable state mandated testing requirements for graduation. Exchange students may be exempt from passing the applicable social studies assessment(s) required for graduation. Exchange students are not eligible for an honors diploma.

Exchange students who are subject to the requirements of the Ohio Graduation Tests (OGT) and wish to qualify for graduation under alternative testing conditions are required to pass the OGT in social studies in order to graduate.

Exchange students who complete the program of study will be permitted to participate in graduation ceremonies, with expenses borne by the student or sponsoring parents.

10. Exchange students are expected to share their cultural heritage to the fullest extent possible including topics such as government, economics, historical understanding and language.
11. Exchange students are subject to the same policies, rules, fees, fines and regulations of the Board that apply to all high school students.

Original Approval Date: December 14, 2009

Re-Approval Date: April 4, 2016

**INTERDISTRICT OPEN ENROLLMENT**  
(Adjacent District)

The Board permits any student from any adjacent district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of adjacent districts whenever an adjacent district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined;
4. resident students and previously enrolled adjacent district students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic or any other skill or proficiency;
6. no limitations on admitting students with disabilities, unless services required in an Individualized Education Program are not available in the District;
7. no requirement that the student be proficient in the English language;
8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by the adjacent district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment. The Board will not adopt a policy that discourages resident students from participating in interdistrict open enrollment.

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Original Adoption Date: February 2, 2015

Re-Adoption Date: December 10, 2018

LEGAL REFS.: ORC 3313.64; 3313.98; 3313.983  
Chapter 3327  
OAC 3301-48-02

CROSS REF.: IGDJ, Interscholastic Athletics



**INTERDISTRICT OPEN ENROLLMENT**  
(Joint Vocational Schools)

The Board recognizes that the districts participating in the jointure may be involved in interdistrict open enrollment. The JVS Board recognizes the possible effects of open enrollment participation by these districts and directs the administration to develop procedures to ensure resident students are given priority for enrollment in program offerings.

Resident students of the participating districts are given first priority for enrollment into a specific program offering. The Superintendent determines the number of programs and program size in compliance with state regulations.

Students participating in open enrollment at a home school are given second priority in program registration.

The Board shall permit any student to enroll in the District, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students and the superintendents of adjacent or other districts whenever an adjacent or other district's student's application is approved or rejected;
2. procedures for admission:
  - A. District capacity limits by grade level, school building and educational program are determined;
  - B. all students entitled to attend school in a district that has territory in the Joint Vocational School District are enrolled in the JVS district and
  - C. resident students and previously enrolled joint vocational students have preference over first-time applicants;
3. no requirements of academic, athletic, artistic or any other skill or proficiency;
4. no limitations on admitting students with disabilities, unless services required in an Individualized Education Program are not available in the District;
5. no requirements that the student be proficient in the English language and
6. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by the adjacent district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought.

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment.

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

The Board authorizes the Superintendent to permit students from outside of the JVS jointure to participate in open enrollment.

Original Adoption Date: December 10, 2018

LEGAL REFS.: ORC 3313.64; 3313.98; 3313.983  
Chapter 3327  
OAC 3301-48-02

## **ADMISSION OF STUDENTS FROM NON-CHARTERED OR HOME EDUCATION**

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

In making a placement decision, the Superintendent may consider:

1. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and
2. other evaluation information that may include interviews with the student and the parent.

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

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

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

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

Adoption date: February 2, 2015

Revised Adoption Date: December 11, 2023

LEGAL REFS.: ORC 3313.535; 3313.537; 3313.5311; 3313.5312; 3313.664  
3321.04  
OAC 3301-34

CROSS REFS.: IGBG, Homebound Instruction  
IGCF, Home Instruction  
IGD, Cocurricular and Extracurricular Activities  
IGDK, Interscholastic Extracurricular Eligibility

## ADMISSION OF PART-TIME HOME SCHOOL STUDENTS

The Walnut Township Board of Education recognizes and appreciates the individuals' right to select home schooling as an educational alternative to attendance in a public school setting, both on a full-time and part-time basis. Home schooling on a part-time basis is subject to the following limitations:

Students who are excused from attendance at school by reason of home schooling, in accordance with the State Board of Education regulations, will be deemed to have withdrawn from the enrollment of the Walnut Township Local Schools during periods of home schooling.

Although students choosing home schooling are not the direct responsibility of the Walnut Township Schools, the Board and staff share an interest in their education; therefore, the Superintendent may permit students receiving home schooling access to the following District services:

1. Placement in a grade level and awarding of high school credits for subjects will be made in conjunction with the administration, guidance staff, and superintendent based upon:
  - A. Age appropriateness
  - B. The results of a review of the child's most recent annual academic assessment report provided by the parents
  - C. The results of nationally normed standardized achievement tests, ability tests, criterion referenced tests or proficiency tests
  - D. Any other evaluative material as supplied by the parents.
2. Home school students in grades K-6 may be permitted to enroll on a part-time basis at the beginning of any school year, up to a maximum of two special subject areas such as music or physical education.
3. Home school students in grades 7-8 may be permitted to enroll on a part-time basis at the beginning of any school year. Students in grades 9-12 may be permitted to enroll at the beginning of a school year in courses generating up to two total credits per year. If the desired class is a semester class, the student must enroll in the class and be present on the first day of instruction.
4. If a home school student is enrolled in a course such as language arts, mathematics, social studies, or science, the student will be required to take the mandated state test for the subject area. If the student is enrolled in a class that does not have a mandated state test, (such as art or music) the student will be under no obligation to take any statewide tests.
5. If a home school student withdraws from the Walnut Township Local Schools prior to the completion of a class, no grades or credits will be recorded.
6. Home schooled students may be permitted to participate in school-sponsored co-curricular and extracurricular activities if they are enrolled in at least one year-long course which earns one unit of high school credit. Participants in school-sponsored extracurricular interscholastic sports must meet eligibility requirements as determined by the Ohio High School Athletic Association and the Walnut Township Athletic Code of Conduct.

7. A home schooled student who wishes to participate on an athletic team must be enrolled in the Walnut Township Local Schools on the first day of school in any given year. He/She must also have been enrolled in a home school program for at least one calendar year directly preceding the semester in which enrollment is requested. Failure to meet this one-year provision requires the student to be enrolled at Millersport a minimum of one grading period before the student can be declared eligible to participate.
8. Walnut Township Local Schools will not provide transportation for home schooled students enrolled on a part-time basis. The exception would be that school transportation to and from field trips and athletic contests will be provided to those events.
9. Home schooled students will not be eligible for any end-of-year class or academic awards.
10. Home schooled students enrolled on a part-time basis will not receive a graduation diploma from the Walnut Township Local School District nor will they be allowed to participate in commencement exercises.
11. Home school students from adjacent districts will be considered for part-time enrollment in the Walnut Township Local Schools provided adequate classroom space is available and that class size maximums are not compromised. These requests will be considered on a case by case basis by the Superintendent and administration.

Original Adoption date: June 30, 2008

Re-Adoption Date: May 11, 2009

## **STUDENT WITHDRAWAL FROM SCHOOL**

### **(Loss of Driving Privileges)**

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

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

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

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

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

Original Adoption Date: May 11, 2009

Revised Adoption Date: December 11, 2023

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g  
ORC 3319.321  
3321.042; 3321.13  
3331.01; 3331.02; 3331.04  
3331.06 through 3331.09  
4510.32

CROSS REFS.: JED, Student Absences and Excuses  
JEDA, Truancy  
JEG, Exclusions and Exemptions from School Attendance  
JK, Employment of Students

## **STUDENT ABSENCES AND EXCUSES**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease;
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments.

Reasons for which students may be nonmedically excused include, but are not limited to

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only) when all statutory obligations have been met for such excusal);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with the truly held religious beliefs of the student or the student's family;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. pre-enlistment reporting to military enlistment processing station;
7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
8. 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;
9. absences due to a student being homeless or
10. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Original Adoption Date: May 11, 2009

Re-Adoption Date: October 11, 2010

Re-Adoption Date: April 10, 2017

Re-Adoption Date: April 9, 2018

Re-Adoption Date: December 10, 2018

Re-Adoption Date: May 13, 2019

Revised Adoption Date: August 12, 2020

Revised Adoption Date: December 14, 2020

Revised Adoption Date: September 11, 2023

LEGAL REFS.: ORC 3313.609; 3313.66

3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.141; 3321.19;

3321.38

4510.32

OAC 3301-69-02

CROSS REFS.: IGAC, Teaching About Religion

IKB, Homework

JEDB, Student Dismissal Precautions

JEE, Student Attendance Accounting (Missing and Absent Children)

JHC, Student Health Services and Requirements

JHCC, Communicable Diseases



## STUDENT ABSENCES AND EXCUSES

### Students Habitually Absent – Loss of Driving Privileges

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

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges will be suspended or denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent. The hearing may be conducted by electronic means if requested by the parent. Notices may be sent by registered mail, regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.
2. The notice from the Superintendent to the student includes the scheduled time, place, date and participation method of the hearing which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place, date and method.
3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:
  - A. enrollment in another school or school district in Ohio or another state;
  - B. possession of an age and schooling certificate (work permit);
  - C. a bodily or mental condition that prohibits attendance or
  - D. participation in a home education program.
4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

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

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

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

Original Approval Date: May 11, 2009

Re-Approval Date: April 10, 2017

Re-Approval Date: May 14, 2018

Revised Approval Date: December 11, 2023

## TRUANCY

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

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

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

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

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

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

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

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

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

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

### Absence Intervention Plan

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

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

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

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

### Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and

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

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

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

Original Adoption Date: May 11, 2009

Re-Adoption Date: April 10, 2017

Re-Adoption Date: January 8, 2018

Re-Adoption Date: July 9, 2018

Revised Adoption Date: December 9, 2019

Revised Adoption Date: December 11, 2023

LEGAL REFS.: ORC 3313.663; 3313.668  
3321.03 through 3321.04; 3321.07 through 3321.09; 3321.19; 3321.191;  
3321.22; 3321.38  
OAC 3301-47-01

CROSS REFS.: JED, Student Absences and Excuses  
JEG, Exclusions and Exemptions from School Attendance  
JK, Employment of Students

## **STUDENT DISMISSAL PRECAUTIONS**

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, the authority gives primary consideration to the best interest of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on his/her own behalf.

Adoption date: May 11, 2009

LEGAL REF.: ORC 3313.20

CROSS REFS.: JED, Student Absences and Excuses  
JEE, Student Attendance Accounting (Missing and Absent Children)

**STUDENT ATTENDANCE ACCOUNTING**  
(Missing and Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

Except where required by State law, at the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her that were maintained by the school that he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

1. a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. an attested transcript of the certificate of birth;
3. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. an attested transcript of a hospital record showing the date and place of birth of the child or
5. a birth affidavit.

Except where required by State law, if the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board designates the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

Original Adoption Date: May 11, 2009  
Re-Adoption Date: April 4, 2016  
Re-Adoption Date: May 13, 2019  
Revised Adoption Date: December 14, 2020

LEGAL REFS.: ORC 109.65  
2901.30  
3313.205; 3313.672; 3313.96  
3319.321; 3319.322  
3321.12  
3321.141  
3705.05

CROSS REFS.: JEC, School Admission  
JECAA, Admission of Homeless Students  
JED, Student Absences and Excuses  
JEDB, Student Dismissal Precautions  
JHF, Student Safety



## **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

The Board permits students to be released from school for religious instruction consistent with law. Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submit a written request to the building principal;
2. the private entity providing instruction maintains attendance records and makes them available to the District and
3. the student is not absent from core curriculum subject courses.

The District is not responsible for transportation to and from the place of instruction. Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up and students assume responsibility for any missed schoolwork. Students are not considered absent from school while attending a released time course in religious instruction. The District does not aid, assist or enforce attendance in a religious instruction program. The District does not discriminate against students who participate in such program.

No public funds are expended and no public school personnel are involved in providing religious instruction. This policy is not intended and shall not be construed in any way, to associate the District with any faith or religious denomination.

Original Adoption Date: April 4, 2016  
Re-Adoption Date: January 8, 2018  
Re-Adoption Date: July 8, 2019  
Re-Adoption Date: December 11, 2023

LEGAL REFS.: U.S. Const. Amend. I  
ORC 3313.20; 3313.47; 3313.6022  
3321.04

CROSS REFS.: IGAC, Teaching About Religion  
JED, Student Absences and Excuses  
KJA, Distribution of Materials in the Schools

## **EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

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

1. holding an age and schooling certificate (work permit), being regularly employed and attending school on a part-time basis in a program approved by the Superintendent or his/her designee;
2. receiving home education;
3. attending a private or parochial school or
4. having received a diploma from an approved high school or a certificate of high school equivalency from the Ohio Department of Education.

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

Original Adoption Date: May 11, 2009

Revised Adoption Date: December 14, 2009

Revised Adoption Date: September 12, 2016

Revised Adoption Date: December 11, 2023

LEGAL REFS.: ORC 3301.80; 3301.81  
3313.66  
3321.02; 3321.03; 3321.04; 3321.042; 3321.07  
3331.01; 3331.02; 3331.04; 3331.06 through 3331.09

CROSS REFS.: IGC, Home Instruction  
JEA, Compulsory Attendance Ages  
JECE, Student Withdrawal from School (Loss of Driving Privileges)  
JEGA, Permanent Exclusion  
JHCC, Communicable Diseases  
JK, Employment of Student

## **PERMANENT EXCLUSION**

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

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

Any building administrator witnessing, or having knowledge of, one of these acts must report the incident to the Superintendent within 24 hours, whether or not the student is over 16 years of age.

If the Superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, a determination must be made whether the student's continued attendance endangers the health and safety of other students or employees or whether the student's attendance poses a danger of disruption to the graded course of study. If the Superintendent determines that either danger exists, he/she may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the Superintendent's recommendation for permanent exclusion is provided to the student and his/her parent(s).

The Board acts upon the Superintendent's recommendation within 14 days. Among the items the Board considers is information on:

1. academic and extracurricular activity record of the student;
2. disciplinary record of the student;
3. social history of the student;
4. response to prior discipline and sanctions;
5. seriousness of the offense and any aggravating circumstances;
6. any mitigating circumstances;
7. evidence regarding the possible danger to other students and employees if the student remains in the District;

8. evidence regarding the probable disruption of the graded course of study and
9. availability of less serious sanctions that would permit the student to stay in the District without conflict with either (7) or (8).

The Board may allow for the hearing of witnesses and the presentation of additional evidence.

If the Board adopts the resolution to permanently exclude the student, the Board;

1. forwards the written resolution, together with the adjudication or conviction and a copy of the student's entire school record, to the State Superintendent;
2. promptly designates a representative to present the District's case for permanent exclusion to the State Superintendent and
3. forwards a copy of the resolution to the student and his/her parent(s).

If the State Superintendent rejects the resolution, the student shall be readmitted to the District's schools.

No employee shall knowingly admit, or cause by inaction to be admitted, any student who has been permanently excluded.

#### Readmission

If the Superintendent determines that a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the Superintendent may recommend that the student be readmitted.

On the recommendation of the Superintendent, the Board considers a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution, it is forwarded to the State Superintendent, together with the reasons for the resolution and any relevant information.

#### Probationary Admission following Permanent Exclusion

Under State law, a student permanently excluded from school may request probationary admission for a period not to exceed 90 days in any public school district.

If a student requests consideration of probationary admission into this District, the Superintendent may enter into discussions with the student and his/her parent(s) to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.

If a satisfactory plan is developed, the Superintendent recommends that the Board allow the student to attend classes according to the terms of the plan. The Board acts on the recommendation within 14 days.

If a student violates the terms of the readmission plan, the Superintendent may immediately remove the student, pending action by the Board. The Board's action must take place within five days from receipt of the Superintendent's recommendation to revoke the readmission.

A student in compliance with his/her probationary readmission plan may request either an extension of the plan for an additional 90 days or for the Superintendent to recommend that the permanent exclusion be revoked.

Adoption date: May 11, 2009

Revised Adoption Date: December 14, 2020

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: ACAA, Sexual Harassment  
JFCJ, Weapons in the Schools  
JGD, Student Suspension  
JGE, Student Expulsion

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 10, 2012

Re-Adoption Date: April 10, 2017

Revised Adoption Date: December 14, 2020

LEGAL REFS.: U.S. Const. Amend. I  
U.S. Const. Amend. XIV, Section 1  
ORC 3313.20; 3313.66; 3313.661; 3313.662; 3313.668  
3320.01; 3320.02; 3320.03

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)  
IGDB, Student Publications  
JFC, Student Conduct (Zero Tolerance)  
JFG, Interrogations and Searches

## **STUDENT DUE PROCESS RIGHTS**

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner which involves:
  - A. adequate and timely notice and opportunity to prepare a defense;
  - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
  - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

Adoption date: May 11, 2009

LEGAL REFS.: ORC Chapter 2506  
3313.66; 3313.661; 3313.662

CROSS REFS.: JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCA, Student Dress Code  
JFCC, Student Conduct on School Buses (Also EEACC)  
JFCEA, Gangs  
JFCF, Hazing  
JFCG, Tobacco Use by Students  
JFCH, Alcohol Use by Students  
JFCI, Student Drug Abuse  
JFCJ, Weapons in the Schools  
JFCK, Use of Electronic Communications Equipment by Students  
JGD, Student Suspension  
JGE, Student Expulsion  
Student Handbooks

## **STUDENT INVOLVEMENT IN DECISION MAKING**

Students share responsibility for developing a climate in the school which is conducive to learning. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system and the community. Periodically, students may be asked to review school policies, rules and regulations. Final authority for all decisions rest with the Board.

A student may be elected to serve as an adviser to the Board as a representative for the student body to better facilitate communication between the Board and the students, and to increase awareness of the democratic process within the District. A student elected to serve in this position will serve as an advisor to the Board only and has no rights to vote on school issues.

The student must be a high school student elected by the student body to serve for a one-year term.

Adoption date: May 11, 2009

LEGAL REF.: OAC 3301-35-04

CROSS REFS.: BCE, Board Committees  
JF, Student Rights and Responsibilities  
JFA, Student Due Process Rights  
JFC, Student Conduct



## **STUDENT CONDUCT** (Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has zero tolerance of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for 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. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

Original Adoption Date: May 11, 2009  
Re-Adoption Date: October 11, 2010  
Re-Adoption Date: September 12, 2011  
Re-Adoption Date: April 10, 2017  
Re-Adoption Date: December 10, 2018

LEGAL REFS.: Gun-Free Schools Act; 20 USC 1751  
The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,  
HR 4577, 2000, 114 Stat 2763)  
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: AC, Nondiscrimination  
EBC, Emergency Management and Safety Plans  
ECAB, Vandalism  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
JFCA, Student Dress Code  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JFCJ, Weapons in the Schools  
JFCK, Use of Electronic Communication Equipment by Students  
JG, Student Discipline  
JGA, Corporal Punishment  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
JM, Staff-Student Relations (Also GBH)  
JP, Positive Behavioral Interventions and Supports

## **STUDENT CONDUCT CODE-REGULATIONS**

The Board believes that our schools should be centers of learning. Students develop and improve needed skills and abilities better in a school that is orderly than in one that is noisy and disorderly. Children learn best when they feel free from fear and harm. Students have rights that must be protected and honored. Along with those rights, students have responsibilities for their behaviors. The Board directs the staff and administration to protect student rights and to help students meet their responsibilities. In working with students, it is vital that we help them learn that they make choices, either good choices or bad choices. Their decisions, on which choices they make, will determine whether they do or do not get into trouble.

The student discipline code is to be used as a guideline in working with students. As in any situation where we are working with human behavior, it is not possible to cover every possible scenario. We urge students to use common sense and good citizenship judgment at all times. The Board authorizes building principals and the Superintendent to deal with situations not covered in this code of conduct.

### **CRITERIA**

Students are to be treated fairly. Generally, punishment needs to be consistent for similar offenses, however, a progression of punishments must be available so that chronic repeat disciplinary cases do not develop.

Discipline is most effective when handled at the point of infraction. Teachers, bus drivers and others who deal with students are the key people in the disciplinary program. Whenever possible, these people should handle problems that arise with students under their supervision. When the frequency or severity of the problem(s) become more serious, referral to the principal is indicated.

### **RULES SHOULD:**

- Be set and posted in the classroom by the teacher.
- Prevent both physical and verbal harassment of students and staff.
- Promote respect for students and staff.
- Establish a total school environment where students and staff feel safe.
- Help prevent the destruction, theft or damaging of school, student or staff property.
- Help deter illegal activities on or near school property.
- Discourage students from substance abuse involving alcohol, tobacco and drugs.
- Encourage good attendance and punctuality so that students can fully participate in their education.
- Encourage students to be self-disciplining.

The code of conduct sets forth some of the expectations of the school system by stating some acts or actions which are either expected or not permitted. Again, this code does not list all possible situations or rules of behavior. Every situation cannot be anticipated. When situations not specifically covered in the Code of Conduct interfere with the educational process, the building principal will take appropriate action to permit the educational process to continue.

A violation of the rules may result in disciplinary action. This could include, but is not limited to, parental contact, denial or loss of privileges, assignments relevant to the educational process, reprimands, detentions and make-up time, removal from classes, in-school suspension, Wednesday/Saturday school, out-of-school suspension, alternative school placement, expulsion and referral to adult or juvenile court. Generally penalties will be progressively more severe. Prior number of offenses, severity of offense, and age of the student are among the factors that will be considered in each case.

**Major infractions:**

**1. Insubordination:**

A student shall comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, bus drivers and all other appropriate school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violation of any minor rules, directives, or disciplinary procedures shall also be considered insubordination.

**2. Disruption of School/Fighting/Assault:**

A student shall not, by any action, cause any disruption to school or any school related activity. A student, while on the way to and from school, during school or at any event where the Walnut Township Local schools are represented, is to behave in such a way as not to cause physical injury to another person.

**3. Profanity, Obscene Language and Pornography:**

A student shall not use, write, print or display profanity, obscene language, gestures or pornographic materials on the way to and from school, during school, or at any school related activity.

**4. Damage to School and/or Private Property:**

A student shall not cause or attempt to cause damage to school or private property, while on the way to and from school, or at any event or activity where the Walnut Township schools are represented.

**5. Intimidation and Threats:**

A student shall not threaten or attempt to intimidate any other student, teacher, staff member or other person while he/she is under the jurisdiction of the school. In addition, harassment, vandalism, physical abuse or other disruptive behavior toward school personnel during non-school time is not permitted. Any such behaviors will result in immediate disciplinary and legal action.

**6. Dangerous Weapons/Instruments or Look-alikes (reasonable facsimiles) of Dangerous Weapons/Instruments:**

A student may not possess, use, or conceal any dangerous weapon/instrument or look-alike on school property or while properly under the authority of school personnel while off school property. Such items include, but are not limited to, explosives, fireworks, firearms, ice picks, and certain knives, chemical irritants or gases. Look-alike weapons could include, but are not limited to, starter pistols and stun guns.

**7. Public Display of Affection/sexual behavior:**

Open (public) display of affection and/or inappropriate sexual behavior between students at school or at school related functions are not permitted.

**8. Theft, Fraud or Extortion:**

A student will not take any public or private property which is not his/her own while under the jurisdiction of school personnel. A student shall not sell stolen property, or sell items or substances by sue of fraud or misrepresentation while under the authority of school personnel. A student shall not, by force, threat, violence or coercion obtain or attempt to obtain the property of another person. If a student is found in violation of this item, where indicated, complete restitution must be made and charges may be filed against the offender.

**9. Drugs, Narcotics, Controlled Substances and Alcoholic Beverages:**

A student shall not possess (on his/her person or in his/her locker or vehicle), use, transmit, sell, conceal or be under the influence of any drug, narcotic, controlled substance or alcoholic beverage while properly under the authority of school personnel. (Medications prescribed by a physician and used in the prescribed manner are exempted.) Students shall not have drug paraphernalia in their possession or in their lockers or vehicles.

Students in violation of this regulation are subject to suspension (up to ten days) or expulsion from school. If indicated, law enforcement authorities will be called and charges will be filed. (Suspension reduction is a possibility if the student and his/her parents agree to an evaluation of the student by a professionally trained chemical dependency counselor.)

NOTE: Student suspended or expelled for alcohol or drug related offenses are subject to possible loss of their driver's license.

**10. Counterfeit Controlled Substances:**

A student shall not possess, make, sell, offer to sell, conceal, transmit or use a counterfeit controlled substance while under the authority of school personnel.

**11. Possession and Use of Tobacco Products:**

A student may not possess, use, transmit, sell or conceal any tobacco product in any form in any building or on the school grounds or property of the Walnut Township Local Schools or at any activity, on or off school property, supervised by the Walnut Township Local Schools. These prohibitions extend beyond ones person to lockers, automobiles, book bags, etc. Students in violation are subject to suspension or possible expulsion.

**12. Truancy:**

A student shall not be absent from school or any portion thereof without school authorization and/or parental permission. Students who are truant will be expected to make up time equal to that which was missed through truancy. Truancy is a violation of the law. Truant students and their parents are subject to referral and charges being filed with juvenile court.

**13. Special Rules of Conduct for School Buses:**

A student shall abide by the established rules of conduct for students riding school busses.

**14. Establishment and conduct of School Clubs/Organizations:**

A student shall not establish or be a member of a school club or organization which is not authorized by the school.

**15. Hazing:**

A student shall not engage in hazing, commit any act that injures, frightens, or degrades a fellow student. Further, a student shall not engage in hazing, commit any act that injures, frightens or degrades any employee of the school on or off of school grounds.

**16. Vehicular Safety:**

Students will comply with all rules and regulations of school bus transportation and private vehicle safety. Students shall not pass a school bus while it is loading or unloading passengers on the route or at school. All safety and speed regulations shall be strictly observed on school grounds. Student vehicles, while on school property, are subject to search if there are reasonable grounds to believe drugs, alcohol, weapons, stolen property or other contraband might be present in the vehicle.

**17. False Alarms:**

A student shall not falsely report an emergency, including fire or bomb threats or tamper with any alarm or fire prevention device.

**18. Setting Fires:**

A student shall not set or attempt to set any unauthorized fires on school property or at any school activity.

**19. Falsification, Cheating or Plagiarism:**

A student shall not knowingly give false written or spoken information to school personnel. A student shall not submit work which is not his/her own without proper documentation and reference.

**20. Out of School Conduct:**

Students shall not engage in acts off of school property which have a direct and immediate adverse effect on the discipline or general welfare of the school.

**21. Interference with School Personnel:**

A student shall not interfere with any school employee in the performance of his/her duties.

**22. Repeated Violations:**

A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher assistants, principals or other school personnel, during any period of time when the student is under the school's jurisdiction.

**EXTRACURRICULAR ACTIVITIES**

Student participation in extracurricular activities is a privilege. All students who choose to participate in an activity are in the public eye. Therefore, students' behavior must serve as a positive model of school citizenship. Specific rules and/or regulations for students in extracurricular activities are outlined in the "Athletic & Extracurricular Handbook".

The following standards beyond the Student Conduct Code apply to those students in Extracurricular Activities:

A school suspension will result in the student being prohibited from participation in any school related activities during the time of suspension. This includes any extracurricular activities. In any extracurricular activity that comes under the jurisdiction of the Ohio High School Athletic Association, the rules and regulations of that association also apply to our students and govern participation in practices, games, contests and activities.

Adoption Date: May 11, 2009

## **STUDENT DRESS CODE**

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

Requirements include the following:

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, including athletics, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Apparel worn during interscholastic athletics or extracurricular activities that is related to the practice of a sincerely held religious belief is acceptable unless the apparel presents a legitimate danger to participants. If such a danger is identified, all reasonable accommodations are offered to the participant wearing religious apparel.
3. Dress and grooming are not such as to disrupt the teaching/learning process.

Original Adoption date: July 10, 2006

Re-Adoption Date: May 11, 2009

Revised Adoption Date: October 10, 2022

LEGAL REFS.: U.S. Const. Amend. I  
ORC 3313.20; 3313.5317; 3313.665

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs

## **STUDENT DRESS CODE**

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Students are expected to dress in a manner appropriate to the school environment and which does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for students dress and personal appearance.
2. When dress or grooming interferes with the cleanliness, health, welfare, or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The principal, with the assistance of the faculty, has the responsibility to uniformly administer the dress code. The decision of the principal is final.
5. As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

### **TERMS:**

\*DISRUPTIVE: anything that interferes with the orderly educational process in the school.

\*HEALTH AND SAFETY: any clothing that could be dangerous to any student carrying out an educational task.

### **SPECIFICS:**

In general, dress styles and grooming should be moderate in nature and should not disrupt a positive learning atmosphere in the school or classroom. Students are encouraged to use good judgment and common sense.

- 1) Girls' skirts and dresses at the middle/senior high school must be of reasonable length (see definition for dress shorts).
- 2) Dress shorts will be permitted at the high school under the following guidelines:
  - a. must extend to at least the length of the finger tips as the arms hang down by the side.
  - b. no spandex or biker shorts are permitted.
  - c. no combinations of the above will be permitted.
- 3) Shirts (both male and female) must have sleeves and must have sufficient length of shirt to be able to tuck the shirt in while sitting or standing.
- 4) Clothing that advertises alcohol, drugs, or tobacco products or has any kind of obscenities or innuendos printed on it are prohibited. T-shirts with suggestive imprinting are prohibited.
- 5) Shoes are required at all times. (No slippers)
- 6) No sunglasses are to be worn in the school building unless directed by an eye doctor.
- 7) No bandanas are to be worn in the building.



- 8) Safety precautions may dictate certain types of dress for some classes. (Example: Physical Education classes are not permitted to wear jewelry during the class period for safety factors.)
- 9) Clothing with group marking or clothing associated with a group or gang will not be permitted; i.e. bandanas, shirts, sweats, or coats, etc. of the same color markings.
- 10) Sagging – intentionally wearing the pants below the belt level will not be permitted.
- 11) Clothing with rips, holes and cuts is prohibited.
- 12) Bib overalls must have the straps buttoned and worn over the shoulders.
- 13) The Principal shall have the right to modify specific items in these regulations as school situations and activities merit.
- 14) In situations where a disagreement exists as to whether the attire is or is not appropriate, the principal shall make the final decision.
- 15) No chains are to be worn in the building.

Any student who does not conform with any reasonable request made by school personnel to the school dress code policy is subject to disciplinary action as described in Violation A of the Student Code of Conduct. Students not conforming in an appropriate manner to the dress code policy may be given one day OSS/AS/CS/SS/ISS/Two hour detention. Obvious violators may be sent home.

**Note:** Specific rules for the elementary and the secondary buildings are addressed in the student handbooks for each building.

Original Adoption date: July 10, 2006

Re-Adoption Date: May 11, 2009

LEGAL REFS.: U.S. Cons. Amend. I  
ORC 3313.20

CROSS REFS.: JFC, Student Conduct  
JFCEA, Gangs  
Student Handbooks

## **STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Policies and procedures for student conduct on District managed transportation are designed to ensure the safety and welfare of all passengers and are developed cooperatively with administrators and transportation personnel.

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from District managed transportation privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

Original Adoption Date: February 9, 2009  
Revised Adoption Date: December 14, 2009  
Revised Adoption Date: April 4, 2016  
Revised Adoption Date: May 9, 2022

LEGAL REFS.: ORC 3327.01; 3327.014  
OAC 3301-83-08

CROSS REFS.: JFC, Student Conduct (Zero Tolerance) JG,  
Student Discipline

## **STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION**

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat);
5. go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
7. keep the vehicle clean and free of trip hazards;
8. refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;
9. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
10. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
11. be courteous to fellow students and to the driver;
12. treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);
13. refrain from using nicotine products on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student and
14. carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

### Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

The suspension of preschool students and students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.

Approval date: April 4, 2016

Revised Approval Date: May 9, 2022

## **GANGS**

The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as State laws may occur. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District.

Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

Adoption date: May 11, 2009

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661

CROSS REF: AC, Nondiscrimination  
JFC, Student Conduct (Zero Tolerance)  
JFCA, Student Dress Code  
JFCF, Hazing  
JGD, Student Suspension  
JGE, Student Expulsion

## **HAZING AND BULLYING** (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees

and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Original Adoption Date: December 10, 2007

Revised Adoption Date: May 11, 2009

Revised Adoption Date: October 11, 2010

Revised Adoption Date: May 14, 2012

Revised Adoption Date: January 9, 2017

Revised Adoption Date: December 10, 2018

Re-Adoption Date: September 9, 2019

Revised Adoption Date: December 14, 2020

Re-Adoption Date: May 8, 2023

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);  
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)  
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC 117.53  
2307.44  
2903.31  
3301.22  
3301.68  
3313.666; 3313.667  
3319.073; 3319.321

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
IGAE, Health Education  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCK, Use of Electronic Communications Equipment by Students  
JG, Student Discipline  
JHG, Reporting Child Abuse  
JO, Student Records

**HAZING AND BULLYING**  
(Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. When the behavior involves allegations of sexual harassment, the Title IX sexual harassment grievance process will be followed, as applicable. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, is applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.



6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

#### Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

#### Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the

complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the applicable nondiscrimination grievance procedures are implemented where applicable.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

Report to the Custodial Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Custodial Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

Original Approval Date: December 14, 2009  
Revised Approval Date: October 11, 2010  
Revised Approval Date: December 10, 2012  
Revised Approval Date: January 9, 2017  
Re-Approval Date: September 9, 2019  
Revised Approval Date: December 14, 2020  
Re-Approval Date: May 8, 2023

## TOBACCO USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District, as well as compliance with Federal and State law. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

"Tobacco" is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

Original Adoption Date: May 11, 2009

Re-Adoption Date: February 2, 2015

Re-Adoption Date: March 12, 2018

Revised Adoption Date: December 9, 2019

Re-Adoption Date: May 9, 2022

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Goals 2000: Educate America Act; 20 USC 6081 through 6084  
ORC 3313.66; 3313.661; 3313.751  
3794.01; 3794.02; 3794.04; 3794.06  
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JFA, Student Due Process Rights  
JFC, Student Conduct (Zero Tolerance)  
JGD, Student Suspension  
JGE, Student Expulsion

## **ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE**

The District recognizes its responsibility to provide all students with an environment conducive to their development as lifelong learners. The presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary mission of this District.

The District is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug related behaviors. The District is concerned about the health of its students. Students adversely affected by alcohol and other drugs increase the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The Board recognizes student alcohol and other drug use as illegal and harmful. Student alcohol and other drug use is a community problem requiring a community solution. The Board will work cooperatively with appropriate community agencies to promote, enhance and maintain a drug-free school environment. The District also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy of this District to provide discipline as well as positive action to address alcohol and other drug use issues.

In developing this policy, the Board has tried to maintain a balance between providing aid to the student suffering from alcohol and other drug use and the protection of the academic environment for students and staff. It is recognized that the rights of students who do not use alcohol and other drugs must be protected and their exposure to illegal drug activity must be eliminated to the greatest extent possible. The Board recognizes that the rights of all staff to safely perform their duties must be protected.

### Policy Statement

The Board shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, use or offer for sale any alcoholic beverage, illegal drug(s), unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; or in any situation while under the supervision or authority of the school. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beer, steroids, tobacco, tobacco products and drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described within the Serious Misconduct Code (Policy JGD-JGE) and including referral for prosecution. A reduction in penalty may be granted if the student successfully completes a prescribed, professional drug assessment and/or treatment program. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based upon the assessment findings; counseling; outpatient treatment or inpatient treatment. Students who need to take prescription or nonprescription medications must adhere to the policies and procedures described within approved Board policy.

### Education and Prevention

The District will take a comprehensive, progressive and age-appropriate approach in the development of curricula and programs which promote positive life skill development and an awareness of the consequences

associated with alcohol and other drug use. Additionally, opportunities for continued staff training in the areas of alcohol and other drug prevention and intervention will be made available to staff to enhance the consistent implementation and success of this policy.

### Intervention and Referral

It shall be the policy of the District to provide an intervention process designed to identify problem behaviors within students which may indicate alcohol or other drug use. Intervention strategies will reflect a collaboration of school staff, parent and appropriate community agencies. Intervention strategies will include but not be limited to the following circumstances.

1. Students seeking help
2. Students exhibiting inappropriate, unusual or atypical behavior
3. Disciplinary action involving violations of this policy and the student code of conduct

Students who are receiving inpatient treatment services will be given medical excuses from school upon evidence of admission from a physician or case worker. The schools will encourage communication with the treatment agency and work to ensure a successful transition back to school upon release of the student.

### Support/Guidance

The District recognizes the importance of activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol or other drug use. This support would also extend to those students who are trying to maintain a drug-free lifestyle. Therefore, programs such as individual guidance, support groups and peer-to-peer programs will be utilized as a means of providing support and guidance to students within the school setting.

### Student and Parent Notification

The Board encourages parents to be actively involved in the education of children about the dangers of alcohol and other drug use. Whenever necessary, parents will be notified about any instance of alcohol and other drug use involving their child and their support solicited in the disposition of the incident. Students and parents will also be informed about the student conduct code and the consequences associated with the use of alcohol or other drugs. Information regarding the student conduct code, discipline policy and sanctions for violation will be published and made available to students and parents.

Adoption Date: May 11, 2009

LEGAL REFS.: Drug-Free Campus and Schools Act; 20 USC 3224(a)  
ORC 2925.01; 2925.11; 2925.14; 2925.37  
3313.66; 3313.661  
3719.011; 3719.41

CROSS REFS.: IGAG, Drugs Alcohol and Tobacco Education  
JFC, Student Conduct (Zero Tolerance)  
JHCD, Administering Medicines to Students  
Student Code of Conduct  
Student Handbooks

## **WEAPONS IN THE SCHOOLS**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which 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 firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

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

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.



As defined by State law and for purposes of this policy, an object that is indistinguishable from a firearm means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for 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. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 10, 2018

LEGAL REFS.: 18 USC 921  
20 USC 2701 et seq., Title IX 9001-9005  
Gun-Free Schools Act; 20 USC 7151  
ORC 2923.122  
3313.66; 3313.661; 3313.662  
3321.13

CROSS REFS.: JEGA, Permanent Exclusion  
JFC, Student Conduct (Zero Tolerance)  
JFCL, Unsafe Schools (Persistently Dangerous Schools)  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
Student Code of Conduct

## **USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS**

Students may be allowed to possess electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.

Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline.

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

Adoption date: May 13, 2019

Re-Adoption Date: May 9, 2022

LEGAL REFS.: ORC 3313.20; 3313.753

CROSS REFS.: AC, Nondiscrimination  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
Student Handbooks

## **STUDENT PREGNANCY AND RELATED CONDITIONS**

The District does not discriminate against or exclude any student from school programs or activities on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom (herein after referred to as "pregnancy" or "pregnant"). The District affirms the right of such students to continue participation in the education programs and activities of the District including extracurricular activities.

Efforts are made to ensure that the educational program of the student is disrupted as little as possible. Students under the age of 18 are still subject to compulsory education requirements. Students 18 or older are encouraged to return to school after pregnancy and complete requirements for graduation.

The District works with students to determine the educational options available for students if alternate educational methods are needed. If the District provides an alternate program for pregnant students, participation in such program is voluntary based on an individual student's request. Such programs are comparable to programs offered to non-pregnant students.

The District will not require a pregnant student to obtain a physician's certification that the student is physically and emotionally able to continue participation in programs of the District unless such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

The District treats pregnancy in the same manner as other temporary disabilities including but not limited to policies for absences and grading.

Original Adoption Date: May 11, 2009  
Re-Adoption date: February 2, 2015  
Revised Adoption Date: January 9, 2023

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
34 CFR 106.40  
ORC 3321.01; 3321.04

CROSS REFS.: JB, Equal Education Opportunities  
JEA, Compulsory Attendance Ages

## **INTERROGATIONS AND SEARCHES**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

Original Adoption Date: May 11, 2009

Re-Adoption Date: September 12, 2011

Re-Adoption Date: January 9, 2017

Re-Adoption Date: November 13, 2017

LEGAL REFS.: U.S. Const. Amend. IV  
ORC 3313.20

CROSS REFS.: JF, Student Rights and Responsibilities  
JHG, Reporting Child Abuse

## INTERROGATIONS AND SEARCHES

### Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

### Searches of a Student's Person or Personal Property by School Personnel

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

#### Searches of Unattended Bags by School Personnel

Building administrators/designees are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator/designee has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

#### Searches of Student Property by Law Enforcement Officials

A law enforcement agency must have probable cause or produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

#### Interrogations by Law Enforcement Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.

5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters that are properly in the realm of a law enforcement agency.

Original Approval Date: January 9, 2017

Re-Approval Date: November 13, 2017

## STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discusses the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.



The Board shall require a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

Original Adoption Date: May 11, 2009

Re-Adoption Date: April 10, 2017

Re-Adoption Date: December 10, 2018

Revised Adoption Date: December 14, 2020

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.

ORC 3313.20; 3313.66; 3313.661; 3313.662; 3313.668  
3319.41

OAC 3301-32-09  
3301-37-10

CROSS REFS.: ACAA, Sexual Harassment

ECAB, Vandalism

IGD, Cocurricular and Extracurricular Activities

JFC, Student Conduct (Zero Tolerance)

JGA, Corporal Punishment

JGD, Student Suspension

JGDA, Emergency Removal of Student

JGE, Student Expulsion

## **CORPORAL PUNISHMENT**

The use of corporal punishment shall not be permitted in the schools of the District. Corporal punishment is being defined as inflicting physical hurt upon a student in order to punish him/her for misconduct or infraction of classroom or school rules.

The term corporal punishment shall not apply, however, to the use of physical force or restraint as is reasonable and necessary:

1. for the purpose of self-defense;
2. to protect other persons from physical injury;
3. to protect the property of the District or of others;
4. to quell a disturbance threatening physical injury to others, or
5. to obtain possession of weapons or other dangerous objects upon the person or within the control of the student.

In the event the use of physical force is used, the following will occur:

1. The school employee utilizing physical force shall file a written report with the building principal as soon as possible.
2. The report shall relate all relevant details of the incident, including what action was taken and why the action was taken.
3. The report will be kept on file and made available to the student's parents on request.
4. The parent will be afforded a conference on request to discuss the incident with those involved with the incident and the building principal.

Cumulative data regarding incidents of use of physical force shall be submitted annually by each school principal to the Superintendent.

Adoption date: May 11, 2009

LEGAL REFS.: ORC 2903.11  
3313.20  
3319.41

CROSS REF: ECAB, Vandalism  
JG, Student Discipline  
Student Code of Conduct  
Student Handbooks

## STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Beginning with the 2019-2020 academic year, the District will reduce the number of out-of-school suspensions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such out-of-school suspensions will be eliminated by the 2021-2022 school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.

5. Notice of this suspension is sent to the:
  - A. Superintendent and
  - B. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

#### Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

#### Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 14, 2009

Re-Adoption Date: April 10, 2017

Re-Adoption Date: December 10, 2018

Re-Adoption Date: May 13, 2019

Revised Adoption Date: December 9, 2019

Revised Adoption Date: December 14, 2020

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC 3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: ACAA, Sexual Harassment  
IGCI, Community Service  
JEGA, Permanent Exclusion  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JFCJ, Weapons in the Schools  
JG, Student Discipline  
JGE, Student Expulsion

## EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justified removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 10, 2018

Revised Adoption Date: December 14, 2020

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: ACAA, Sexual Harassment  
ECAB, Vandalism  
JFC, Student Conduct (Zero Tolerance)  
JFCJ, Weapons in the Schools  
JG, Student Discipline  
JGD, Student Suspension  
JGE, Student Expulsion

## STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an 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.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

### Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 14, 2009

Re-Adoption Date: December 10, 2018

Re-Adoption Date: May 13, 2019

Revised Adoption Date: December 9, 2019

Revised Adoption Date: December 14, 2020

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC Chapter 2506  
3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: ACAA, Sexual Harassment  
ECAB, Vandalism  
IGCI, Community Service  
JEGA, Permanent Exclusion  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JFCJ, Weapons in the Schools  
JG, Student Discipline  
JGD, Student Suspension  
JGDA, Emergency Removal of Student

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Board recognizes that effective and appropriate discipline for students with disabilities may, at times, differ from effective and appropriate discipline for students without disabilities. The Board does not, however, believe in a double standard for misbehavior and holds the welfare and safety of all persons in the District in highest regard. Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

The Board delegates to school officials the authority to enforce District policies, regulations and rules governing the conduct of all students. The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

The special needs of the student with a disability are taken into account when setting behavioral expectations. Each case of unsatisfactory behavior by a student with a disability is handled individually in accordance with the student's behavior management plan and interventions articulated in the student's individualized education program (IEP). A student's failure to comply with conduct requirements in student handbooks may result in the student's being disciplined.

If the student does not respond to the measures taken by District staff or to the measures articulated in the student's IEP, the staff member refers the student to the principal or other designated individual. The student may lose rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal, unless such programs are included as part of the student's free appropriate public educational program. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result, but any change in placement will follow mandated procedures in applicable law.

Adoption date: May 11, 2009

LEGAL REFS.: The Individuals With Disabilities Education Improvement Act; 20 USC 1400 through 487; 34 CFR Part 300  
The Rehabilitation Act of 1973, Section 504, 29 USC 729; 34 CFR Part 104  
Americans With Disabilities Act; 42 USC 12101 through 12213; 28 C.F.R. Part 35  
State Department of Education, Special Education Policies and Procedures, Free Appropriate Public Education – 101  
ORC 3313.20; 3313.66; 3313.661; 3313.662  
3319.41;  
3323.01 et seq.  
OAC 3301-32-09  
3301-37-10  
3301-51; 3301-51-01



CROSS REFS.: ECAB, Vandalism  
IGBA, Programs for Students with Disabilities  
IGD, Cocurricular and Extracurricular Activities  
JFC, Student Conduct (Zero Tolerance)  
JFCI, Student Drug Abuse  
JFCJ, Weapons in Schools  
JGA, Corporal Punishment  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
Student Handbooks

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Federal and State laws require that a free appropriate public education be provided for students with disabilities, including students with disabilities who have been suspended or expelled from school. The following procedures are implemented when a student with a disability is removed from his/her current placement because of a student conduct violation.

### Removal for 10 School Days or Less

The District provides students with disabilities who have been suspended for 10 school days or less in one school year the same services that it provides to students without disabilities who are similarly removed.

### Removal for More Than 10 School Days

The District provides students with disabilities who have been suspended for more than 10 school days in one school year educational services that enable the student to continue to participate in the general education curriculum and to progress towards meeting the goals set out in the student's IEP. Such services may be provided in an interim alternative educational setting and may not be the exact same services provided to the child in other settings.

When a student with a disability is suspended for more than 10 school days in one school year, the District holds a manifestation determination review. When appropriate, the District also performs a functional behavioral assessment and designs behavioral intervention and modification services to address the conduct violation.

### Manifestation Determination Review

Within 10 school days of any decision to change the placement of a student with a disability, who has been suspended for more than 10 school days in one school year, the District holds a manifestation determination review. At the meeting, the school administrator responsible for disciplinary actions, the student's parent(s) and relevant members of the student's IEP team review all relevant information in the student's file, including teacher observations and any pertinent information provided by the parents.

The manifestation determination review team determines whether the conduct was caused by, or had a direct and substantial relationship to, the student's disability, or whether the conduct was a direct result of the school's failure to implement the student's IEP. If the team determines that the conduct was the direct result of the school's failure to implement the student's IEP, the school takes immediate steps to remedy those deficiencies and the student is returned to the agreed-upon placement in the student's IEP.

Student Conduct Was Not a Manifestation of the Disability

When the conduct in question is determined not to be a manifestation of the student's disability, the District applies relevant disciplinary procedures in the same manner and for the same duration as applied to students without disabilities. The District continues to provide educational services that enable the student to participate in the general educational curriculum and to JGF-R progress toward meeting the goals set out in the student's IEP.

The IEP team determines the appropriate services for the student and the setting in which such services will be provided. The District conducts a functional behavioral assessment and implements behavioral intervention services and modifications designed to address the behavior violation at its own discretion.

Student Conduct Was a Manifestation of the Disability

When the conduct in question is determined to be a manifestation of the student's disability, the District conducts a functional behavioral assessment and implements a behavior intervention plan for the student. If a behavior implementation plan has already been developed, the school reviews the plan and modifies it, as necessary, to address the behavior.

The student is returned to the placement, if he/she was removed, unless the student's parent(s)/guardian(s) and the school mutually agree on a change of placement as part of the modifications of the behavior intervention plan or unless special circumstances exist.

Special Circumstances for Removal

The District removes a student with a disability to an interim alternative educational setting for up to 45 school days without regard to whether the behavior violation is determined to be a manifestation of the student's disability if the student partakes in any of the following three violations of the Student Code of Conduct at school, on school premises or at a school function:

1. carrying or possessing a dangerous weapon;
2. knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance or
3. inflicting serious bodily injury upon another person.

Approval date: December 14, 2009

## **STUDENT INSURANCE PROGRAM**

The Board shall encourage families to ensure adequately their children against accidents that may occur while they are in school or involved in school activities.

The District shall make available the purchase of insurance through the schools from an authorized insurance firm.

Insurance coverage shall be required of all students participating in interscholastic athletics.

Adoption date: May 11, 2009

CROSS REF.: IGDJ, Interscholastic Athletics

**WALNUT TOWNSHIP LOCAL SCHOOL DISTRICT  
BED BUGS POLICY**

The Walnut Township Local School District operates on a no exclusion evidenced-based policy, which means when a suspected or confirmed bed bug is found on a student at school or the student is reported to have bed bugs in the household, the student shall remain in school. The parent/guardian of the student shall be informed that a suspected or confirmed bed bug was found on their child or in their child's classroom and will be offered information and guidance on the biology and management of the condition.

Adoption Date: January 8, 2018

**WALNUT TOWNSHIP LOCAL SCHOOL DISTRICT  
BED BUGS POLICY  
(Regulations)**

**Procedures for Management of Bed Bugs in the School:**

- A) WTLSD operates on a no exclusion evidenced-based policy supported by the Centers for Disease Control and the Ohio Department of Health.
- B) If a suspected bed bug is found in a school, the bug will be captured for proper identification. Upon confirmation of positive identification of a bed bug, a licensed pest control company will inspect and treat as needed.
- C) Parents/guardians of affected class or classes will be notified when a confirmed bed bug is identified.
- D) If a suspected bed bug is found on a student, the student will be discreetly removed from the classroom. The school nurse should check the student's clothing and belongings.
- E) When a school staff member is notified by a parent/guardian that there are bed bugs in the household, the staff member will notify the building school nurse. The school nurse will contact the parent/guardian to discuss home and school management of bed bugs and to support the family. Information on bedbugs will be sent home with the student.
- F) Confidentiality of a student with suspected or confirmed bed bugs will be maintained.
- G) Parents/guardians of students with suspected bed bugs will be notified by phone by the end of the school day by the school nurse. The student will not be excluded from school and may be transported home per bus.
- H) The school nurse and building principal shall work with the parents/guardians of any student who has been determined to have ongoing bed bugs. This will be done through advocating for the education of staff, students, and parents/guardians about bed bugs and promoting evidenced-based management for students with bed bugs. At school, the student may be provided with plastic sealed bags or plastic tote containers in which to store their belongings in order to prevent bed bugs from spreading to other students' belongings. If ample time has passed with no treatment or improvement after repeated notifications, the school may pursue notification to the appropriate relevant community agencies. This shall include bed bug bite marks that appear to be infected with no medical evaluation/established treatment plan.
- I) Students will not be excluded from school due to bed bugs.

- J) Schools will not be closed due to bed bugs.
- K) Education of students, staff and parents/guardians about bed bugs including routine measures done to prevent infestation: Inspecting classrooms regularly; reducing clutter; and cleaning and vacuuming regularly.
- L) Follow the Flowchart- Bed Bugs: School Response Flowchart.

Approval Date: January 8, 2018

## **STUDENT HEALTH SERVICES AND REQUIREMENTS**

The Board recognizes the responsibility of the schools to help protect the health of students. Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home and community service providers. The District's comprehensive school improvement plan, needs and resources determine the linkages. The principal is responsible for the administration of the health program in his/her school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

Original Adoption Date: May 11, 2009

Re-Adoption Date: September 12, 2011

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.  
42 USC Section 12101 et seq. (1997)  
20 USC 1232 g Section 1400 6301 et seq. (1997)  
29 USC Section 794(a)(1988)  
ORC 3313.50; 3313.67 through 3313.73  
OAC 3301-35-04; 3301-35-06

CROSS REFS.: IGBA, Programs for Students with Disabilities  
JED, Student Absences and Excuses  
JHCB, Immunizations  
JHCD, Administering Medicines to Students  
JHG, Reporting Child Abuse



## **PHYSICAL EXAMINATIONS OF STUDENTS**

The District requires health records of students under the following circumstances.

1. Kindergarten and first-grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

The District screens students for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade in a manner determined by the Board. The District notifies parents, prior to August 1 of the year in which the pupil is required to be screened and gives parents the opportunity to submit a written statement excluding their children. If the results of any screening reveal the possibility of special learning needs, the District conducts further assessment in accordance with State law.

The District reports compliance with these screening requirements to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Parents have the right to refuse to allow their child to participate in nonemergency invasive physical examinations or screenings. Invasive physical exam is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis exam.

The District notifies parents, on an annual basis, of the administration of additional health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 10, 2018

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 3301.68  
3313.50; 3313.671; 3313.673; 3313.68; 3313.73  
Chapter 3323

CROSS REFS.: JEC, School Admission  
JHC, Student Health Services and Requirements  
JHCB, Immunizations

## **IMMUNIZATIONS**

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law. The Board will not require students to receive any vaccine for which the United States Food and Drug Administration has not granted full approval.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. The District will immediately enroll homeless students and foster students and assist in obtaining necessary immunization records. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

The District maintains an immunization record for each student, available in writing to parents upon request.

Original Adoption date: May 11, 2009  
Re- Adoption Date: October 11, 2010  
Re-Adoption Date: September 12, 2011  
Re-Adoption Date: July 13, 2016  
Re-Adoption Date: January 9, 2017  
Revised Adoption Date: December 6, 2021

LEGAL REFS.: ORC 3313.67; 3313.671; 3313.71; 3313.711  
3701.13  
3792.04

CROSS REFS.: JEC, School Admission  
JECAA, Admission of Homeless Students  
JHCA, Physical Examinations of Students  
JHCC, Communicable Diseases

## COMMUNICABLE DISEASES

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient District operation. The Board directs the Superintendent to develop and implement communicable disease management protocols in consultation with health professionals.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools. The Board will not require an individual to receive a vaccine for which the United States Food and Drug Administration (FDA) has not granted full approval, nor will the District discriminate against an individual who has not received a vaccine that has not been granted full FDA approval, including by requiring the individual to engage in or refrain from engaging in activities or precautions that differ from the activities or precautions of an individual who has received such a vaccine.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Re-admission is dependent upon a decision by a physician, school nurse or public health nurse.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

Original Adoption Date: May 11, 2009

Re-Adoption Date: September 12, 2011

Revised Adoption Date: December 6, 2021

LEGAL REFS.: ORC 3313.67; 3313.671; 3313.68; 3313.71  
3319.321  
3707.04; 3707.06; 3707.08; 3707.16, 3707.20; 3707.21; 3707.26  
3729.04

CROSS REFS.: JHCA, Physical Examinations of Students  
JHCB, Immunizations

## **COMMUNICABLE DISEASES (Head Lice Policy)**

Pediculosis, or head lice, is classified as a nuisance condition and is not known to transmit infectious disease from person to person. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Parents and/or guardians have the responsibility to treat this infestation. Current research does not support the conclusion that enforced exclusion policies result in reducing the transmission of head lice. In fact, the American Academy of Pediatrics and the National Association of School Nurses advise that schools abolish No Nit policies.

One of the goals of the District is to increase academic achievement. Consistent attendance is critical to the accomplishment of this goal. The District emphasizes prevention and education as a primary measure to control head lice in the school setting. The school nurse assumes the major teaching role in educating parents, teachers and students about the transmission and treatment of head lice.

### Head Lice Control Practice

Active infestation is defined as the presence of live lice or no progress in nit removal. Any student found to have active infestation may remain in the classroom until the end of the day. Parents of identified students are notified by telephone and/or letter.

Instructions regarding safe treatment of pediculosis may be given to the parent or guardian. Safe, effective treatment options are considered to be prescription or over-the-counter lice removal preparations and/or manual removal of all bugs and eggs. Effective treatment can be accomplished overnight, allowing readmission the following day.

It is the parent/guardian's responsibility to treat the student at home.

Students will be readmitted to school when no active infestation is present. The student will be examined by a school staff member trained in the procedure, and should be examined again 7 to 10 days later.

If a student is found to still have an active infestation, the parent/guardian will take the student home for further treatment.

### Guidelines for Attendance After Pediculosis Identification

If a parent/guardian is not compliant with treatment options resulting in the student missing more than two days of school, the following measures may be implemented:

1. review of attendance and truancy guidelines;
2. conference at school or home with the school nurse, principal and/or counselor with a plan developed for treatment and return or
3. referral to an outside agency for assistance.

## National Recommendations for School Policy

The American Academy of Pediatrics recommends that no healthy child be excluded from or allowed to miss school because of head lice, and that no nit policies for returning to school are to be discouraged.

The National Association of School Nurses states that nit-free policies disrupt the educational process and should not be viewed as an essential strategy in the management of head lice. Children with nits do not pose an immediate threat to the health of others; therefore, excluding these children from school and requiring them to be treated with a pesticidal product is probably excessive.

The following are guidelines for management of pediculosis in the District:

1. Mass screening for identification of pediculosis will not be performed in school. If a classroom has more than two students identified with active infestations, the students of that class may be screened. All efforts are made to preserve the privacy of each student, such as taking students to a location where not visible to others.
2. In order to ensure the privacy of identified students, general letters are not given to other parents, informing them of positive cases in the school. However, educational information may be widely distributed to all students at the discretion of the school nurse. This is recommended at least at the start of each school year.
3. Routine screening of children's heads by the parents is strongly encouraged for early identification of pediculosis infestation or other scalp/skin conditions.

### Definition

Pediculosis capitis refers to a condition caused by lice infesting the head hair of a human. Head lice are not known to transmit infectious agents, nor do they discriminate among socioeconomic groups. They are more commonly found on children of preschool and early elementary school age. Girls are infested more often than boys, and parents and siblings sometimes acquire head lice. Lice and their eggs (called nits) are usually limited to the head hair.

### Signs and Symptoms:

Students with head lice are usually asymptomatic, but some may experience itching from an allergic reaction to the bites or irritation from sores caused by bites.

### Transmission

Head lice can be transmitted from hats, combs, pillows, etc., but it is most likely and more common to result from head to head contact with an infected person.

### Treatment:

Treatment is recommended only for individuals found with live lice or viable eggs. If nits are found further than about ¼ inch from the head, they are probably hatched and no longer viable. Removal of these old nits assures that identification of active infestation is accurate.

1. Combing with a nit comb can be effective in removing the nits and lice. Combs with long metal teeth have been found to be most effective and less damaging to the hair. Using the nit comb on hair saturated with shampoo or conditioner can ease the difficult combing action. Comb daily until no live lice are discovered for two weeks. Recheck in 2 to 3 weeks after you think all lice are gone.
2. Over-the-Counter Lice Shampoos – As with all drugs, directions must be followed exactly. These products should be rinsed from the hair over a sink rather than shower or bath to limit exposure to the body. A second treatment may be required in about 10 days.
3. Prescription Lice Shampoo Medications – These products contain other insecticides that require greater care for treatments, and should be used only under a physician’s care, and only if live lice persist following treatment with the over-the-counter products. Parents should be advised to discuss with their health care provider specific instructions for use of these products, potential risks and benefits, and other possible treatment recommendations.
4. Alternative Treatments – Petroleum jelly, mayonnaise, margarine, herbal oils, gasoline, kerosene, olive oil, etc. should be avoided, as there is not conclusive evidence that these treatments are effective (or necessarily safe).
5. Family members of a student with head lice should be inspected for signs of lice. All individuals found with lice should be treated simultaneously. Pets do not carry head lice and should never be treated with human lice treatments.
6. Bedding, towels, nightclothes and other clothing that were in contact with the head within a day of treatment should be washed and/or dried in the dryer at high heat (if appropriate). Combs, brushes and hair accessories used by the person should be rinsed in hot water each day until lice are eliminated.
7. Vacuuming floors, especially carpets recently occupied by infested persons, is recommended although lice will soon die (generally within a day) once off the head. Nits attached to hair that has fallen from an infected person will also stop developing and will also die within a few days. Although it is not necessary to thoroughly clean the house or car, vacuuming floors and upholstered furniture of homes occupied by infected persons will help dispel concerns about lice or eggs that may have dropped from the infected person.

Adoption date: August 17, 2009

## ADMINISTERING MEDICINES TO STUDENTS

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

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute gross negligence or wanton or reckless misconduct.
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

### Inhalers for Asthma

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

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

### Epinephrine Autoinjectors

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

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

### Diabetes Medication

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

### Seizure Medication

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

Original Adoption Date: May 11, 2009

Re-Adoption Date: September 12, 2011

Re-Adoption Date: April 4, 2016

Revised Adoption Date: December 11, 2023

LEGAL REFS.: ORC 2305.23; 2305.231  
3313.64; 3313.7112; 3313.7117; 3313.712; 3313.713;  
3313.716; 3313.718  
3314.03; 3314.141  
OAC 3301-35-06

CROSS REFS.: EBBA, First Aid  
JFCH, Alcohol Use by Students  
JFCI, Student Drug Abuse



**ADMINISTERING MEDICINES TO STUDENTS**  
(General Regulation)

Students needing medication are encouraged to receive the medication at home, if possible.

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

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
  - A. the name and address of the student;
  - B. the school and class in which the student is enrolled;
  - C. the name of the drug and the dosage to be administered;
  - D. the times or intervals at which each dosage of the drug is to be administered;
  - E. the date on which the administration of the drug is to begin;
  - F. the date on which the administration of the drug is to cease;
  - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
  - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or wanton or reckless misconduct.

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

Original Approval Date: May 11, 2009

Re-Approval Date: September 12, 2011

Re-Approval Date: April 4, 2016

**ADMINISTERING MEDICINES TO STUDENTS**  
(Use of Asthma Inhalers)

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

The physician's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions that outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes, in good faith, that the written approval(s) have been received by the appropriate authority.

Original Approval Date: May 11, 2009

Re-Approval Date: September 12, 2011

Re-Approval Date: April 4, 2016

**ADMINISTERING MEDICINES TO STUDENTS**  
(Use of Epinephrine Autoinjectors)

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

The prescriber's written approval must specify at least the following information:

1. student's name and address;
2. names and dose of the medication contained in the autoinjector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epipen appropriately and has provided the student with training in the proper use of the epipen;
5. circumstances in which the epipen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
  - A. the student may experience that should be reported to the prescriber or
  - B. may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. a school employee prohibits a student from using an epipen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. a school employee permits a student to carry and use an epipen because of the good faith that the conditions have been satisfied or
3. in instances in which a student is rightfully permitted to carry an epipen, the medication is used by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law apply.

Original Approval Date: May 11, 2009  
Re-Approval Date: September 12, 2011  
Re-Approval Date: April 4, 2016

## STUDENT SAFETY

The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students. Safety instruction in the District includes:

1. establishing appropriate safety rules;
2. learning how to practice safety and prevent accidents;
3. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
4. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
5. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes; *and*
6. learning how to cooperate with others in the promotion and operation of a safety program in the schools, on school grounds and in school vehicles;
7. instructing students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents or law enforcement officials of any suspicious strangers in or around school property;
8. providing instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction and
9. providing age-appropriate instruction in dating violence prevention in grades 7 through 12.

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
2. shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and

4. shall, immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

Adoption date: October 11, 2010

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.96  
3737.73  
OAC 3301-35-06

CROSS REFS.: AFI, Evaluation of Educational Resources  
EB, Safety Program  
GBH, Staff-Student Relations (Also JM)  
IGAE, Health Education  
JEE, Student Attendance Accounting (Missing and Absent Children)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating  
Violence)  
JFCH, Alcohol Use by Students  
JFCI, Student Drug Abuse  
JHG, Reporting Child Abuse  
JHH, Notification About Sex Offenders  
JO, Student Records

## **SUPERVISION OF STUDENTS**

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school and the school is responsible for them. School personnel assigned to their supervision service in loco parentis.

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member shall leave his/her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students shall be released only into the custody of parents or other authorized persons.

Adoption date: May 11, 2009



## **REPORTING CHILD ABUSE AND MANDATORY TRAINING**

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention; child sexual abuse; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development and youth suicide awareness and prevention. Training is also provided on the Board's harassment, intimidation, or bullying policy.

Where required the in-service training program is developed in consultation with public or private agencies or persons involved in child abuse prevention, school safety, violence prevention or intervention programs or youth suicide awareness and prevention. The child sexual abuse training is provided by law enforcement officers or prosecutors with experience in handling cases involving child sexual abuse or child sexual violence.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of the established in-service training within two years of commencing employment with the District, and every five years thereafter.

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall complete training in youth suicide awareness and prevention once every two years.

Original Adoption Date: May 11, 2009

Re-Adoption Date: December 14, 2009

Re-Adoption Date: October 11, 2010

Re-Adoption Date: May 13, 2019

Revised Adoption Date: May 8, 2023

LEGAL REFS.: ORC 2151.011; 2151.421  
3313.662; 3313.666  
3319.073

CROSS REFS.: EB, Safety Program  
EBC, Emergency Management and Safety Plans  
IGAE, Health Education  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JHF, Student Safety

## **NOTIFICATION ABOUT SEX OFFENDERS**

State law requires certain sex offenders to register with the sheriff in accordance with law. In some circumstances the sheriff notifies the Superintendent that a sex offender subject to community notification is residing, employed or attending school within the geographical region of the District.

If the Superintendent receives information from the sheriff concerning a sex offender subject to community notification, the Superintendent disseminates the information regarding the sex offender subject to community notification to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent if the sex offender subject to community notification is observed in the vicinity of the school. The Superintendent notifies the local law enforcement agency if, in the judgment of the Superintendent, the presence of the sex offender subject to community notification appears to be without a legitimate purpose or otherwise creates concern for the safety of the students.

If the Superintendent receives information from the sheriff concerning a sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a sex offender subject to community notification is residing, employed or attending school within the geographical region of the District and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

If the Superintendent receives information from the sheriff concerning a sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

Original Adoption Date: May 11, 2009

Revised Adoption Date: September 9, 2019

LEGAL REFS.: 42 USC 14071  
ORC Chapter 2950, Section 149.43  
2151.02; 2151.355  
2152.83; 2152.84

CROSS REF.: GBQ, Criminal Record Check

## EMPLOYMENT OF STUDENTS

The Board believes that a student's school responsibilities are to take precedence over non-school-related jobs. However, the Board acknowledges that extenuating circumstances may surface when a student may need to forgo the traditional method of obtaining an education in order to work and provide support or care for himself/herself or his/her family members.

If a student needs to work while attending school, he/she is cautioned against assuming work commitments that interfere with his/her studies and achievement in school. Opportunities for employment may be provided through work-experience programs and other employers in accordance with the following provisions for obtaining age and schooling certificates.

### Age and Schooling Certificates (Work Permits)

All students under the age of 18 must apply for a work permit in order to legally obtain paid employment. Students, ages 16 and 17, must have valid work permits for paid employment during the school year. Students, ages 14 and 15, must obtain valid work permits for employment at all times of the year.

In compliance with State law, the Superintendent/designee is responsible for processing requests for and issuing all work permits as necessary. Students must provide all the documentation required by State law including, but not limited to, proof of age and physical fitness. Proof must also be provided identifying the potential employer as places of employment where minors can legally work.

### In-School Employment

The Board may make available to students part-time and summer jobs commensurate with their abilities and the needs of the District for student employees. The Board also authorizes the District to provide cooperative work-experience programs.

The Board approves appointments and establishes pay rates. These rates comply with requirements of the minimum wage law.

Original Adoption Date: May 11, 2009  
Re-Adoption Date: December 14, 2009  
Re-Adoption Date: April 4, 2016  
Revised Adoption Date: December 11, 2023

LEGAL REFS.: 8 USC 1324a et seq.  
ORC 3313.56; 3313.93  
3321.042  
3321.08 through 3321.11  
3331.01; 3331.02; 3331.04; 3331.06 through 3331.09  
Chapter 4109  
4111.02

CROSS REFS.: IGCF, Home Education  
JECE, Student Withdrawal from School (Loss of Driving Privileges)  
JEG, Exclusions and Exemptions from School Attendance

## **STUDENT GIFTS AND SOLICITATIONS**

### Solicitations

The solicitation of donations and contributions from students shall be restricted to drives approved by the Board/designee.

Any outside organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

### Gifts

Students shall be discouraged from the routine presentation of gifts to District employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. The Board shall consider as always welcome and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

In no case should gifts be accepted where the recipient of such gifts might in any way feel obligated either in the giving of grades or privileges services.

Adoption date: May 11, 2009

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBI, Staff Gifts and Solicitations  
IGDF, Student Fund-Raising Activities  
KI, Public Solicitations in the Schools  
KJ, Advertising in the Schools

## STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor or individual who was a student in the preceding 12 months is prohibited.
7. Staff members shall not use disparaging remarks, insults or sarcasm against students under any circumstances.
8. Staff members shall maintain appropriate professional, emotional and social boundaries in the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not willingly or knowingly violate any student confidentiality required by Federal or State law.
13. Staff members shall not groom a student or minor for the purpose of establishing an inappropriate emotional, romantic or sexual relationship.

#### Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social media passwords to students.
3. Fraternization between District staff and students via the internet, personal email accounts, personal social media and other modes of virtual technology is also prohibited.
4. Access of personal social media during school hours is prohibited.

Violation of the prohibitions listed above may result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Violations by staff also may be reported to the Ohio Department of Education for further investigation. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

Original Adoption Date: June 30, 2008  
Revised Adoption Date: December 14, 2009  
Revised Adoption Date: September 12, 2011  
Revised Adoption Date: September 9, 2019  
Revised Adoption Date: December 14, 2020

LEGAL REF.: ORC 3313.20; 3319.31; 3319.311  
OAC Chapter 3301-73

CROSS REFS.: GBC, Staff Ethics  
GBCA, Staff Conflict of Interest  
GBCB, Staff Conduct  
GBI, Staff Gifts and Solicitations  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JG, Student Discipline  
JHF, Student Safety  
JHG, Reporting Child Abuse  
JL, Student Gifts and Solicitations  
JO, Student Records  
KBA, Public's Right to Know

## **STUDENT FEES, FINES AND CHARGES**

### Materials Fees

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

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

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

### Fines

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

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

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

### Unpaid Meal Charges

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

### Collection of Student Fees and Fines

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

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



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

Original Adoption Date: May 11, 2009  
Re-Adoption Date: October 11, 2010  
Re-Adoption Date: May 14, 2012  
Re-Adoption Date: February 2, 2015  
Re-Adoption Date: July 10, 2017  
Revised Adoption Date: December 11, 2023

LEGAL REFS.: National School Lunch Act; 42 USC 1751  
Child Nutrition Act of 1966, 42 USC 1771  
ORC 3313.642  
3319.324  
3329.06

CROSS REFS.: EF/EFB, Food Services Management/Free and Reduced-Price Food  
IGCB, Experimental Programs  
IGCD, Educational Options (Also LEB)

**Denial of Permission to Release Directory Information Without Prior Written Consent**

Dear Parent:

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District.

Directory information includes the following kinds of information:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Please circle the specific categories of information, if any, listed above that you do **not** wish to be released without your specific prior written permission.

\_\_\_\_\_ The release of all directory information is denied.

This form must be completed and returned to the principal within 10 days after publication of the notice on "Directory Information" if the release of specific directory information is denied.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

Adoption Date: December 14, 2009

## STUDENT RECORDS

1. Each student's official school records include the following.
  - A. Records to be retained permanently
    - 1) name and address of parent(s)
    - 2) verification of date and place of birth
    - 3) dates and record of attendance
    - 4) course enrollment and grades
    - 5) test data
    - 6) date of graduation or withdrawal
  - B. Records of verifiable information to be retained during the student's school career
    - 1) medical/health data
    - 2) individual psychological evaluation (gathered with written consent of parent(s))
    - 3) individual intelligence tests, tests for learning disabilities, etc. (counselor-administered)
    - 4) other verifiable information to be used in educational decision making
2. Maintaining student records
  - A. Transcripts of the scholastic record contain only factual information. The District confines its record keeping to tasks with clearly defined educational ends.
  - B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
  - C. Teacher and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.
  - D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

The following definitions of terms pertain to this statement of policy.

Student — any person who attends or has attended a program of instruction sponsored by the Board.

Eligible student — a student or former student who has reached age 18 or is attending a postsecondary school.

Parent — either natural parent of a student, unless his/her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

Dates of attendance—means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student’s attendance at an educational agency or institution.

Education records — any records (in handwriting, print, tapes, film or other medium) maintained by the District, an employee of the District or an agent of the District, that are related to a student, except:

1. a personal record kept by a school staff member that meets the following tests:
  - A. it is in the sole possession of the individual who made it;
  - B. it is used only as a personal memory aid and
  - C. information contained in it has never been revealed or made available to any other person, except the maker’s temporary substitute;
2. an employment record which is used only in relation to a student’s employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course);
3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student and
4. peer-graded papers before they are collected and recorded by a teacher.

Personally Identifiable Information — any data or information which makes the subject of a record known, including the student’s name, the student’s or student’s family’s address, the name of the student’s parent or other family members, a personal identifier such as a student’s Social Security number or a biometric record, other indirect identifiers, such as the student’s date of birth, place of birth or mother’s maiden name, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

#### ANNUAL NOTIFICATION

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under State and Federal law and under this policy. The District also sends home with each student a bulletin listing these rights; the bulletin is included with a packet of material provided to parents or eligible students when the students enroll during the school year.

The notice includes:

1. the right of a parent(s) or eligible student to inspect and review the student’s education records;

2. the intent of the District to limit the disclosure of information contained in a student’s education records, except: (1) by the prior written consent of the student’s parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. the right of a student’s parent(s) or an eligible student to seek to correct parts of the student’s education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)’ or eligible student’s request;
4. the right of any person to file a complaint with the Department of Education if the District violates the FERPA and
5. the procedure that a student’s parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

#### LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
<u>Cumulative School Records</u>	Principals’ Offices	Principals
<u>Cumulative School Records</u> (Former Students)	High School	Chief Archivist
<u>Health Records</u>	Nurses’ Offices	Nurses
<u>Speech Therapy Records</u> <u>Psychological Records</u>	Principals’ Offices/ESC	Principals
<u>School Transportation Records</u>	School Bus Garage	Director of Pupil Transportation
<u>Special Test Records</u>	Principals’ Offices	Principals
<u>Occasional Records</u> (Student education records not identified above; such as those in Superintendent’s office, in the school attorney’s office, or in the personal possession of teachers)	Principals’ Offices	Principals

## PROCEDURE TO INSPECT EDUCATION RECORDS

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records, which he/she wishes to inspect.

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies at the exact location or records brought to a single site).

The principal (or other custodian) makes the needed arrangements as promptly as possible and notifies the parent(s) or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites or health, a parent(s) or eligible student cannot personally inspect and review a student's education records, the District arranges for the parent(s) or eligible student to obtain copies of the records. (See information below regarding fees for copies of records.)

When records contain information about students other than a parent(s)' child or the eligible student, the parent(s) or eligible student may not inspect and review the records of the other students.

## FEES FOR COPIES OF RECORDS

The District does not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived, in part or entirely, by the records custodian. The District reserves the right to make a charge for copies, such as transcripts, which it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by law) if the student has an unpaid financial obligation to the District.

Federal law requires the District to provide copies of records for the following reasons:

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;
2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or
3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The fee for copies provided under Federal law may not include the costs for search and retrieval. A minimal fee for copies may be assessed.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience may have a minimal fee assessed.

#### DIRECTORY INFORMATION

The District proposes to designate the following personally identifiable information contained in a student's education record as —directory information; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity or when disclosure is otherwise prohibited by law. . Such information includes:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance (from and to dates of enrollment)
10. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information that it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items that the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

## USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who are school officials. An official is a person:

1. duly elected to the Board;
2. certificated by the state and appointed by the Board to an administrative or supervisory position;
3. certificated by the state and under contract to the Board as an instructor;
4. employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;
5. employed by, or under contract to, the Board to perform a special task such as a secretary, a Treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor or
6. a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that the outside party:
  - A. performs an institutional service or function for which the District would otherwise use employees;
  - B. is under the direct control of the District with respect to the use and maintenance of education records and
  - C. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A legitimate educational interest is the person's need to know in order to perform:

1. an administrative task required in the school employee's position description approved by the Board;
2. a supervisory or instructional task directly related to the student's education or
3. a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

NOTE: The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. A District that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.



The District releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure under the following conditions:

1. when students seek or intend to enroll in another school district or a postsecondary school. The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);
2. when certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid for which a student has applied or received, need the information to:
  - A. establish the student's eligibility for the aid;
  - B. determine the amount of financial aid;
  - C. establish the conditions for the receipt of the financial aid or
  - D. enforce the agreement between the provider and the receiver of financial aid;
4. if a State law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
6. when accrediting organizations need those records to carry out their accrediting functions;
7. when parents of eligible students claim the student as a dependent;
8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision, except when a parent is party to a court proceeding involving child abuse or neglect or dependency, and the order is issued in the context of that proceeding;
9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;
10. the disclosure is in connection with a health and safety emergency;

11. the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable federal guidelines and
12. to an agency caseworker or other representative of a state or local child welfare agency, when the agency is legally responsible for the care and protection of the child. Information obtained will not be disclosed by the agency to any other agency or individual, unless they are engaged in addressing the education needs of the child and authorized by the agency to have access and the disclosure is consistent with the State laws applicable to protecting the confidentiality of the student's education records.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The District records the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

1. the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and
2. parties to whom the District disclosed the information.

The District is required to permit the Ohio Department of Education (ODE) to have access to personally identifiable information about a student if ODE needs the information to:

1. notify the District or school attended in the District of threats or descriptions of harm included in the student's response to an achievement test question;
2. verify the accuracy of the student's achievement test score or
3. determine whether the student satisfies the alternative conditions for a high school diploma.

District officials may release information from a student's education records if the student's parent(s) or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:

1. a specification of the records to be released;
2. the reasons for the disclosure;

3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;
4. the parent(s) or student's signature and
5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The District does not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information is not redisclosed, without the parent(s)' or eligible student's prior written consent.

#### RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request;
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the agency or institution disclosed the information.

The District maintains this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

## PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights.

For the purpose of outlining the procedure to seek to correct education records, the term —incorrect is used to describe a record that is inaccurate, misleading or in violation of student rights. The term —correct is used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term —requester is used to describe the parent(s) of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct the education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

First-level decision. When a parent of a student or an eligible student finds an item in the student's education records, which he/she believes is inaccurate, misleading or in violation of student rights, he/she should immediately ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the records custodian makes the correction. If the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction, or the records do not appear to be obviously incorrect, he/she:

1. provides the requester a copy of the questioned records at no cost;
2. asks the requester to initiate a written request for the change and
3. follows the procedure for a second-level decision.

Second-level decision. The written requests to correct a student's education records through the procedure at this level should specify the correction, which the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he/she believes the item:

1. is inaccurate and why;
2. is misleading and why and/or
3. violates student rights and why.

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;
2. discusses it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request);
3. makes a decision to comply or decline to comply with the request and

4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

If, as a result of this review and discussion, the records custodian decides the records should be corrected, he/she effects the change and notifies the requester in writing that he/she has made the change. Each such notice includes an invitation for the requester to inspect and review the student's education records to make certain that the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, he/she makes a written summary of any discussions with other officials and of his/her findings in the matter. He/She transmits this summary and a copy of the written request to the Superintendent.

Third-level decision. The Superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

If the Superintendent decides the records are incorrect and should be changed, he/she advises the record custodian to make the changes. The record custodian advises the requester of the change as he/she would if the change had been made at the second level.

If the Superintendent decides the records are correct, he/she prepares a letter to the requester, which includes:

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;
3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and
4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

Fourth-level decision. After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent, within a week, notifies the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer provides the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within one week after the hearing, the hearing officer submits to the Superintendent a written summary of the evidence submitted at the hearing. Together with the summary, the hearing officer submits his/her recommendation, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The Superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The Superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent takes one of the following actions.

1. If the decision is that the District changes the records, the Superintendent instructs the records custodian to correct the records. The records custodian corrects the records and notifies the requester as in the context of the second-level decision.
2. If the decision is that the District does not change the records, the Superintendent prepares a written notice to the requester, which includes:
  - A. the District's decision that the records are correct and will not be changed;
  - B. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision and
  - C. advice to the requester that he/she may place in the student's education records an explanatory statement, which states the reasons why he/she disagrees with the District's decision and/or the reasons he/she believes the records are incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it maintains that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement is attached to the questioned part of the records and whenever the questioned part of the records is disclosed, the explanatory statement is also disclosed.

Original Approval Date: May 11, 2009

Re-Approval Date: December 14, 2009

Re-Approval Date: July 29, 2013

Re-Approval Date: September 16, 2016

Re-Approval Date: January 9, 2017

## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an eligible student.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as —directory information.

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance (from and to dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are school officials and what constitutes legitimate educational interests.

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.



Original Adoption Date: May 11, 2009  
Re-Adoption Date: December 14, 2009  
Re-Adoption Date: July 29, 2013  
Re-Adoption Date: July 12, 2016  
Re-Adoption Date: January 9, 2017

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.  
ORC 111.41; 111.42; 111.43; 111.46; 111.47; 111.99  
149.41; 149.43  
1347.01 et seq.  
3317.031  
3319.32; 3319.321; 3319.33  
3321.12; 3321.13  
3331.13

CROSS REFS.: AFI, Evaluation of Educational Resources  
EHA, Data and Records Retention  
IL, Testing Programs  
JECAA, Admission of Homeless Students  
KBA, Public's Right to Know  
KKA, Recruiters in the Schools

## STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Study records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at least annually at the beginning of the school year that their children may be involved in Board-approved third party surveys. The school must also give the parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family, potentially embarrassing to the student or family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileges or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the students of student's parent or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

1. postsecondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;

4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessments;
5. the sale by students of products or services to raise funds for school or education-related activities or
6. student recognition program.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. the administration of a survey containing any of the eight items identified in this policy and
3. annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

Adoption date: May 11, 2009

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
USA Patriot Act, Sec. 507, P.L. 107-56  
Family Educational Rights and Privacy Act; 20 USC Sec. 1232g  
ORC 149.41; 149.43  
1347.01 et seq.  
3317.031  
3319.32; 3319.321; 3319.33  
3321.12; 3321.13  
3331.13  
OAC 3301-35-04; 3301-35-07

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (Restraint and Seclusion)**

### **Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a multi-tiered school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/designee to develop a PBIS system/framework consistent with the components set forth in the State Board of Education's (SBOE) policy, State law and this policy. The District implements PBIS on a systemwide basis in an effort to promote positive interactions and solutions within the District. The District encourages family involvement as an integral part of its PBIS system. This policy is implemented in accordance with all applicable definitions set forth in State law.

### **PBIS Framework**

The framework includes a decision-making framework consisting of multiple school staff members who guide selection, integration and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students. It also includes the following integrated elements:

1. data-based decision making;
2. evidence-based practices along a multi-tiered continuum of supports
3. systems that enable accurate and sustainable implementation of practices and
4. progress monitoring for fidelity and target outcomes.

The District standards for implementation of PBIS include:

1. student personnel will receive professional development in accordance with State law and this policy;
2. explicit instruction of school-wide behavior expectations;
3. consistent systems of acknowledging and correcting behaviors;
4. teaching environments designed to eliminate behavior triggers and
5. family and community involvement.

### **Professional Development for the Implementation of PBIS**

Student personnel receives professional development for the implementation of PBIS at least every three years from a building or District PBIS leadership team or other appropriate source in collaboration with the PBIS leadership team, Professional development is in accordance with the District's PBIS training plan, the District ensures there are continuous training structures in place and training requirements may be modified for the intended audience. The District retains records of completed professional development, including a list of participants.

Professional development addresses the following topics:

1. an overview of PBIS;
2. the process for teaching behavioral expectations;
3. data collection
4. implementation of PBIS with fidelity;
5. consistent systems of feedback to students for acknowledgment of appropriate behavior and corrections for behavior errors and
6. consistency in discipline and discipline referrals

### **General Rules for Restraint and Seclusion**

While the District wishes to promote positive interactions and solutions, when a student's behavior presents an immediate threat of physical harm to the student or others and no other safe or effective method of intervention is available, approved physical restraint and seclusion may be used to maintain a safe environment.

The District does not engage in practices prohibited by State law, including:

1. prone restraint (including any physical restraint that obstructs the airway of the student, or any physical restraint that impacts a student's primary mode of communication);
2. any form of physical restraint that involves the intentional, knowing or reckless use of any techniques that:
  - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
  - B. uses pressure point, pain compliance or joint manipulation techniques or
  - C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment, as defined in Ohio Revised Code Section (RC) 3319.41;
4. child endangerment, as defined by RC 2919.22;
5. deprivation of basic needs;
6. seclusion or restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10(D) and OAC 3301-35-15;
7. chemical restraint;
8. mechanical restraint (does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed;
9. aversive behavioral interventions or

10. seclusion in a locked room or area.

The District may only use physical restraint or seclusion if staff:

1. are appropriately trained to protect the care, welfare, dignity, and safety of the student;
2. continually observe the student in restraint or seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
3. use communication strategies and research-based de-escalation techniques in an effort to help the student regain control and
4. remove the student from physical restraint or seclusion immediately when the immediate risk of physical harm to self or others has dissipated.

### **Restraint**

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint only may be used:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

### **Seclusion**

Seclusion may not be used as a form of punishment or discipline; for staff convenience; or as a substitute for an educational program, inadequate staffing, staff training in the PBIS framework and crisis management or other less restrictive means of assisting a student in regaining control such that it is reflective of the cognitive, social and emotional level of the student; or as a means to coerce, retaliate, or in a manner that endangers a student.

Seclusion only may be used:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should be staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student;
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student and

5. as a last resort to provide an opportunity for the student to regain control of their actions.

### **Multiple Incidents of Restraint and Seclusion**

The District handles multiple incidents of restraint and seclusion in accordance with State law. Within 10 days of a student's third incident of physical restraint or seclusion in a school year, the District holds a meeting to address the situation. If the student has an Individualized Education Plan (IEP) or a 504 plan, the student's IEP or 504 team meets to consider the need to conduct a functional behavioral assessment or behavior intervention plan, or to amend an existing assessment or plan. For all other students, a team consisting of the parent, an administrator or designee, a teacher of the student, a staff member involved in the incident (if not the teacher or administrator already invited) and other appropriate staff members will meet to discuss the need to conduct or review a functional behavioral assessment and/or develop a behavior intervention plan. The District may choose to complete a functional behavioral assessment or develop a behavior intervention plan for any student who might benefit from these measures, not only those who have had three or more incidents of restraint or seclusion.

### **Training and Professional Development for the Use of Crisis Management and De-escalation Techniques**

The District ensures an appropriate number of personnel in each building are annually trained in evidence-based crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion, in accordance with the minimum training requirements set forth in State law. The District maintains written or electronic documentation of the name, position and building assignment of each person completing training as well the name of the person who provided the training, the date of the training and the protocols and the techniques and materials that were included.

Compliance with training requirements is reported to the Ohio Department of Education (ODE) by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

### **Reporting and Complaint Procedure**

Any incident of restraint or seclusion will be immediately reported to building administration and the parent. A written report documenting the incident will be completed and made available to the parent within 24 hours and maintained by the District. Staff also will conduct a debriefing, including all involved staff, the student and parent (if possible), to evaluate the trigger for the incident, staff response and methods to address the student's behavioral needs. The District annually reports information regarding its use of restraint or seclusion to ODE in accordance with ODE procedures.

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District written complaint procedures, which include a:

1. procedure for parents to present written complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion;
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint or seclusion, and to make a reasonable effort to have an in-person meeting with the parent and
3. notice of additional complaint options available under State law.

Parents are notified annually of the District's seclusion and restraint policies and procedures, including the local complaint process which are also posted on the District's website. The District annually reviews the requirements of OAC 3301-35-15 and local policies and procedures related to PBIS and physical restraint and seclusion.

Original Adoption Date: July 29, 2013  
Re-Adoption Date: February 2, 2015  
Re-Adoption Date: April 4, 2016  
Re-Adoption Date: December 10, 2018  
Revised Adoption Date: December 6, 2021

LEGAL REF.:

ORC 2919.22  
3301.68  
3319.237  
3319.41  
3319.46  
3326.11  
3328.24  
OAC 3301-35-15  
3301-37-10

CROSS REFS.: IGBA, Programs for Students with Disabilities  
JF, Student Rights and Responsibilities  
JGA, Corporal Punishment  
JH, Student Welfare  
JHF, Student Safety



## SECTION J: STUDENT

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<u>JA</u>	Student Policies Goals
<u>JAA</u>	Student Policies Priority Objectives
<u>JB</u>	Equal Educational Opportunities
<u>JC</u>	School Attendance Areas
<u>JD</u>	School Census
<u>JE</u>	Student Attendance
<u>JEA</u>	Compulsory Attendance Ages
<u>JEB</u>	Entrance Age
<u>JEBA</u>	Early Entrance to Kindergarten
<u>JEC</u>	School Admission
<u>JECA</u>	Open Enrollment Policy (Admission of Interdistrict Enrollment Students)
<u>JECAA</u>	Admission of Homeless Students
<u>JECAA-R</u>	Admission of Homeless Students-Regulations
<u>JECB</u>	Admission of Nonresident Students
<u>JECBA</u>	Admission of Exchange Students
<u>JECBA-R</u>	Admission of Exchange Students-Regulations
<u>JECBB</u>	Interdistrict Open Enrollment
<u>JECBC</u>	Admission of Students from Nonchartered or Home Schooling
<u>JECBCD</u>	Admission of Part-Time Home School Students
<u>JECD</u>	Assignment of Students to Classes
<u>JECE</u>	Student Withdrawal from School (Loss of Driving Privileges)
<u>JED</u>	Student Absences and Excuses
<u>JED-R</u>	Student Absences and Excuses-Regulations
<u>JEDA</u>	Truancy
<u>JEDB</u>	Student Dismissal Precautions
<u>JEE</u>	Student Attendance Accounting (Missing and Absent Children)
<u>JEF</u>	Released Time for Students
<u>JEFA</u>	Open Campus
<u>JEFB</u>	Released Time for Religious Instruction
<u>JEG</u>	Exclusions and Exemptions from School Attendance
<u>JEGA</u>	Permanent Exclusion
<u>JF</u>	Student Rights and Responsibilities
<u>JFA</u>	Student Due Process Rights
<u>JFB</u>	Student Involvement in Decision Making
<u>JFBA</u>	Student Government
<u>JFC</u>	Student Conduct (Zero Tolerance)
<u>JFC-R</u>	Student Conduct Code-Regulations
<u>JFCA</u>	Student Dress Code
<u>JFCA-R</u>	Student Dress Code-Regulations
<u>JFCB</u>	Care of School Property by Students
<u>JFCC</u>	Student Conduct on District Managed Transportation (Also <a href="#">EEACC</a> )
<u>JFCC-R</u>	Student Conduct on District Managed Transportation-Regulations
<u>JFCD</u>	Underground Student Publications
<u>JFCE</u>	Secret Societies
<u>JFCEA</u>	Gangs
<u>JFCF</u>	Hazing and Bullying
<u>JFCF-R</u>	Hazing and Bullying Rules
<u>JFCG</u>	Tobacco Use by Students

<u>JFCH/JFCI</u>	Alcohol Use by Students/ Student Drug Abuse
<u>JFCJ</u>	Weapons in the Schools
<u>JFCK</u>	Use of Electronic Communications Equipment by Students
<u>JFD</u>	Students of Legal Age
<u>JFE</u>	Student Pregnancy and Related Conditions
<u>JFF</u>	Married Students
<u>JFG</u>	Interrogations and Searches
<u>JFG-R</u>	Interrogations and Searches-Regulations
<u>JG</u>	Student Discipline
<u>JGA</u>	Corporal Punishment
<u>JGB</u>	Detention of Students
<u>JGC</u>	Probation of Students
<u>JGD</u>	Student Suspension
<u>JGDA</u>	Emergency Removal of Student
<u>JGE</u>	Student Expulsion
<u>JGF</u>	Discipline of Students with Disabilities
<u>JGF-R</u>	Discipline of Students with Disabilities-Regulations
<u>JH</u>	Student Welfare
<u>JHA</u>	Student Insurance Program
<u>JHB</u>	Student Aid Programs
<u>JHC</u>	Student Health Services and Requirements
<u>JHC-1</u>	WTLSD Bed Bugs Policy
<u>JHC-1-R</u>	WTLSD Bed Bugs Policy-Regulations
<u>JHCA</u>	Physical Examinations of Students
<u>JHCB</u>	Immunizations
<u>JHCC</u>	Communicable Diseases
<u>JHCC-R</u>	Communicable Diseases (Head Lice)-Regulations
<u>JHCCA</u>	HIV/AIDS
<u>JHCD</u>	Administering Medicines to Students
<u>JHCD-R-1</u>	Administering Medicines to Students-Regulations
<u>JHCD-R-2</u>	Use of Asthma Inhalers
<u>JHCD-R-3</u>	Use of Epinephrine Autoinjectors
<u>JHD</u>	Student Psychological Services
<u>JHDA</u>	Psychological Testing of Students
<u>JHE</u>	Student Social Services
<u>JHEA</u>	Home Visits
<u>JHF</u>	Student Safety
<u>JHFA</u>	Supervision of Students
<u>JHFB</u>	Student Safety Patrols
<u>JHFC</u>	Student Bicycle Use
<u>JHFD</u>	Student Automobile Use
<u>JHG</u>	Reporting Child Abuse
<u>JHH</u>	Notification About Sex Offenders
<u>JK</u>	Employment of Students
<u>JL</u>	Student Gifts and Solicitations
<u>JM</u>	Staff-Student Relations (Also <a href="#">GBH</a> )
<u>JN</u>	Student Fees, Fines and Charges
<u>JO</u>	Student Records
<u>JO-E</u>	Denial of Permission to Release Directory Information
<u>JO-R</u>	Student Records Definitions-Regulations
<u>JOA</u>	Student Surveys
<u>JP</u>	Positive Behavioral Interventions and Supports (Restraint and Seclusion)