

## SECTION J: STUDENT

---

JA	Student Policies Goals
JAA	Student Policies Priority Objectives
JB	Equal Educational Opportunities
JC	School Attendance Areas
JD	School Census
JE	Student Attendance
JEA	Compulsory Attendance Ages
JEB	Entrance Age (Mandatory Kindergarten)
JEC	School Admission
JECA	Admission of Resident Students
JECOA	Admission of Homeless Students
JECB	Admission of Nonresident Students
JECBA	Admission of Exchange Students
JECBB	Admission of Interdistrict Transfer Students
JECBC	Admission of Students from Nonchartered or Home Schooling
JECBD	Intradistrict Open Enrollment
JECC	Assignment of Students to Schools
JECD	Assignment of Students to Classes
JECE	Student Withdrawal from School (Loss of Driving Privileges)
JED	Student Absences and Excuses
JEDA	Truancy
JEDB	Student Dismissal Precautions
JEE	Student Attendance Accounting (Missing and Absent Children)
JEF	Released Time for Students
JEFA	Open Campus
JEFB	Released Time for Religious Instruction
JEG	Exclusions and Exemptions from School Attendance
JEGA	Permanent Exclusion
JF	Student Rights and Responsibilities
JFA	Student Due Process Rights
JFB	Student Involvement in Decision Making
JFBA	Student Government
JFC	Student Conduct
JFCA	Student Dress Code
JFCB	Care of School Property by Students

## SECTION J: STUDENT

(continued)

JFCC	Student Conduct on School Buses (see EEACC)
JFCD	Underground Student Publications
JFCE	Secret Societies
JFCEA	Gangs
JFCF	Hazing
JFCG	Tobacco Use by Students
JFCH	Alcohol Use by Students
JFCI	Student Drug Abuse
JFCIA	Prevention of Chemical Abuse
JFCIAA	Inpatient Treatment
JFCJ	Dangerous Weapons in the Schools
JFCK	Use of Electronic Communications Equipment by Students
JFD	Students of Legal Age
JFE	Pregnant Students
JFF	Married Students
JFG	Interrogations and Searches
JFH	Student Complaints and Grievances
JFI	Student Demonstrations and Strikes
JG	Student Discipline
JGA	Corporal Punishment
JGB	Detention of Students
JGC	Probation of Students
JGD	Student Suspension
JGDA	Emergency Removal of Student
JGE	Student Expulsion
JGF	Discipline of Disabled Students
JH	Student Welfare
JHA	Student Insurance Program
JHB	Student Aid Programs
JHC	Student Health Services and Requirements
JHCA	Physical Examinations of Students
JHCB	Inoculations of Students
JHCC	Communicable Diseases
JHCCA	HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also GBEA)
JHCD	Administering Medicines to Students
JHD	Student Psychological Services
JHDA	Psychological Testing of Students
JHE	Student Social Services
JHEA	Home Visits

SECTION J: STUDENT  
(continued)

JHF	Student Safety
JHFA	Supervision of Students
JHFB	Student Safety Patrols
JHFC	Student Bicycle Use
JHFD	Student Automobile Use
JHG	Reporting Child Abuse
JHH	Notification About Sex Offenders
JI	Student Awards and Scholarships
JJ	Student Volunteers for School and Public Service
JK	Employment of Students
JL	Student Gifts and Solicitations
JM	Staff-Student Relations (Also GBH)
JN	Student Fees, Fines and Charges
JO	Student Records

## STUDENT POLICIES GOALS

The Board advocates the following goals:

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

[Adoption date: January 21, 2003]

LEGAL REFS.: Ohio Const. Art. II  
ORC 3313.48

CROSS REF.: JB, Equal Educational Opportunities

## 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 or disability, 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.

[Adoption date: January 21, 2003]

LEGAL REFS.: 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  
Vocational Rehabilitation Act of 1973, Section 504  
ORC 3313.64  
OAC 3301-35-02(a)(2)  
Americans with Disabilities Act; 42 USC 12112 et seq.

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

## 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.

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: January 21, 2003]

LEGAL REFS.: ORC 3313.48; 3313.64; 3313.65; 3313.97  
3319.01

CROSS REF.: JECBD, Intradistrict Open Enrollment

## COMPULSORY ATTENDANCE AGES

Under law, 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 Minimum Standards prescribed by the State Board of Education until one of the following occurs.

1. The person receives a diploma granted by the Board or other governing authority indicating such student has successfully completed all State and local requirements.
2. The person receives a full-time Age and Schooling Certificate.
3. The person is excused from school under standards adopted by the State Board of Education pursuant to State law.

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

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3321.01 et. seq.  
3331.02  
OAC 3301-35-02

CROSS REF.: JEG, Exclusions and Exemptions from School Attendance

ENTRANCE AGE  
(Mandatory Kindergarten)

Each child who is five years of age on or before September 30 shall be eligible to enroll in kindergarten. Each child who is six years of age on or before September 30 and who has successfully completed kindergarten shall be eligible to enroll in the first grade.

The District policy requiring successful completion of kindergarten may be waived upon parental request to the pupil personnel services committee. This committee shall be comprised as set forth in the Ohio Revised Code.

When a request for early entrance to kindergarten is received, a psychologist or the Director of Pupil Personnel Services contacts the parent to arrange for the testing. The child's fifth birthday must fall between October 1 and December 31 of the year requested for early entrance. The testing assists the Superintendent by measuring the following areas.

1. The child's mental age should be between 14 and 16 months above his/her chronological age (October, 14 months; November, 15 months; December, 16 months) as determined by standardized tests.
2. The child's total I.Q. should be at least 125 on a deviation scale as determined by standardized testing.
3. The child should possess and demonstrate social and emotional characteristics that permit conformity with the pattern of behavior commonly expected of children in kindergarten.
4. Admission of the child is recommended by both the school psychologist and building principal.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3321.01  
OAC 3301-35-03(F)(1)



## SCHOOL ADMISSION

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma.

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, such as the following:

1. a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of a 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.

The new entrants must also provide 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. Proof of residency includes but may not be limited to: purchase contract or rental agreement with all occupants listed, official mail (example utility bill), proof of loan approval or property tax statement.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.48; 3313.64; 3313.67; 3313.671; 3313.672  
3317.08  
3319.321  
3321.01  
OAC 3301-35-03(F)

CROSS REFS.: AFI, Evaluation of Educational Resources  
JEE, Student Attendance Accounting (Missing and Absent Children)  
JHCB, Inoculations of Students

## ADMISSION OF HOMELESS STUDENTS

The Board believes the all school-aged students, including homeless students, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student in the District in the school determined to be in the student's best interest. A homeless student or individual is defined as an individual who lacks fixed, regular and adequate nighttime residence and who has a primary nighttime residence that is:

1. a supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and traditional housing for the mentally ill);
2. an institution that provides a temporary residence for individuals intended to be institutionalized;
3. a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
4. a motel, car, campground or
5. a "doubling up" with another family because of inability to afford housing otherwise.

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. To the extent feasible, homeless students are kept in the school of origin unless doing so is contrary to the wishes of the student's parent or guardian.

The Board ensures that:

1. it reviews and revises Board Policies and regulations to eliminate barriers to the enrollment, retention and success in school of homeless students;
2. the District does not segregate homeless students into separate schools or separate programs within a school based on the student's status as homeless;
3. it appoints a district liaison who ensures that homeless students enroll and succeed in school and
4. homeless students are provided with transportation services that are at least comparable to the service provided to nonhomeless students.

The liaison ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

To the extent feasible, the District complies with the 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.

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.

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

[Adoption date: March 20, 2007]

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

CROSS REFS.: AC, Nondiscrimination  
JB, Equal Educational Opportunities  
JECB, Admission of Nonresident Students

## 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. 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. In those circumstances, tuition is paid in accordance with State law.

However, the Board may, by law, accept a child as a resident for up to 60 days on the sworn statement of an adult resident of the district that he/she has begun legal custody proceedings. As another exception, the Board must, by law, accept persons at least 18 years of age but not more than 21 years of age, who have not obtained a diploma and who live apart from their parents and who support themselves by their own labor, as residents entitled to a free public education.

Although the Board does not encourage the attendance of nonresident students, applications from a nonresident student to attend the schools on a tuition basis may be considered if space is available and the student is in one of the following categories:

1. The student has been enrolled in the Reynoldsburg City Schools during part of the school year and due to a change of circumstances, the student is no longer eligible to attend school tuition-free in the District, and the student desires to complete the school year enrolled in the Reynoldsburg City Schools;
2. The student was enrolled in Reynoldsburg High School in the prior school year and due to a change of circumstances, the student is no longer eligible to attend school tuition-free in the District and the student desires to enroll in the District for the subsequent school year(s); or
3. A student in grades kindergarten through grade 12 whose parent is a full-time employee of the Reynoldsburg City Schools.

The amount of tuition will be set by the Board and will be based on a per-student cost determined in accordance with Ohio law. The entire required tuition payment for the school year must be made in advance of the student's enrollment for the school year in the Reynoldsburg City Schools. A student who desires to complete the school year, as provided in paragraph one (1) above, must pay the tuition for the remainder of the school year, immediately upon receiving approval to attend as a tuition paying student.

In accordance with the State law, the Board adopts the following policies concerning the enrollment of students transferring to Reynoldsburg from other districts:

Policies Governing Enrollment

1. The following categories of students will be admitted to Reynoldsburg City Schools free of any tuition obligation:
  - A. Student living with natural or adoptive parents who reside in the District. The school may require proof of residence or adoption.
  - B. Student living apart from their parents when the student is self-supporting and is residing in the District, the school will require proof of an adequate level of income from the student's employer.
  - C. Foreign exchange students for a maximum of one academic year. The administration or Board may choose to limit the number of foreign exchange students enrolled at any one time.
  
2. The following category of students will be admitted to Reynoldsburg City Schools with a prepayment of tuition:
  - A. Students who are the subject of a custody hearing that may result in their living with a resident of the District. The enrollment will be on a temporary basis with tuition paid at the daily per pupil cost rate determined by the Ohio Department of Education. The period of temporary enrollment will not exceed 60 school days.
    - 1) Upon the granting of permanent custody of the student, tuition payments called for and paid will be refunded to the custodial parent.
    - 2) If permanent custody in the District is not granted by the court at the end of the 60 day period, the student will be withdrawn from the Reynoldsburg City Schools and tuition will not be refunded.
  
3. The State statutes require that Students in the permanent legal custody of a person or licensed child-care agency within the District be admitted to Reynoldsburg City Schools as tuition students, with tuition paid, as applicable, by other school districts or agencies. Custody must be assigned by a judge of the State of Ohio and copies of the custody papers will be required before official enrollment.
  - A. If the natural parents reside in Ohio, tuition will be assigned to the District wherein they reside, unless the judge assigns Reynoldsburg as the district of responsibility.

- B. If the natural parents reside out-of-state, tuition must be paid directly to Reynoldsburg City Schools by the parties having custody of the student, unless the judge assigns Reynoldsburg as the district of responsibility.
3. The admission of any non-resident student is subject to payment of tuition and Board approval.
- A. No student will be admitted who is a nonresident and is under suspension or expulsion in his/her district of residence.
  - B. The Superintendent and the Board of Education have the right to deny admission on a tuition basis to any nonresident student.

[Adoption date January 21, 2003]

Revision: 08/19/03

Revision: 01/20/04

Revision: 11/21/06

LEGAL REFS: ORC 3311.211  
3313.64; 3313.644; 3313.65  
3317.08  
3327.04; 3327.06  
OAC 3301-35; 3301-42-01

CONTRACT REF.: Teachers' Negotiated Agreement  
Support Staff Negotiated Agreement

## 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 student must reside with a legal resident of the District. 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 regulations and expectations of local 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. Students must be enrolled as a full-time student for one academic year.

Enrollment procedures to the high school must be completed by August 1. The maximum number of foreign exchange students to be enrolled in any given year is four.

[Adoption date: January 21, 2003]

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

The Board does not participate in an open enrollment program for students from other districts and does not accept such students.

[Adoption date: January 21, 2003]

LEGAL REF.: ORC 3313.98



ADMISSION OF STUDENTS  
FROM NONCHARTERED OR HOME SCHOOLING

Students seeking admission into the District's schools who have been enrolled in nonchartered schools or home-education programs 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 shall consider:

1. the child's most recent annual academic assessment report;
2. requiring the child to take any or all of the nationally formed, standardized achievement tests that are regularly scheduled for District students of similar age;
3. other evaluation information that may include interviews with the child and the parent and
4. students in grades 6-8 are required to take final exams for grade level placement.

Students must be enrolled in the District schools in order to participate in any cocurricular and extracurricular activities.

[Adoption date: January 21, 2003]

LEGAL REF.: OAC 3301-34-06

CROSS REF.: IGD, Cocurricular and Extracurricular Activities

## INTRADISTRICT OPEN ENROLLMENT

Students should be permitted to attend their school of choice within the District. The Board permits students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria are consistent with State law and include application procedures, including deadlines for application and notification of students and principals of alternative schools, whenever a student's application is accepted. Only students wishing to attend a school other than their assigned school need apply.

Procedures for admitting applicants to other schools include but are not limited to:

1. establishing capacity limits by grade level, school building and educational program;
2. requiring that students enrolled in a school building or living in the attendance area of the school building established by the Board be given preference over applicants and
3. transportation is provided by the parents for intradistrict open enrollment.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.64; 3313.65; 3313.97

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. Notification is not necessary if a student has withdrawn because of a change of residence; the student is enrolled in and attending, in accordance with District policy, an approved program to obtain a diploma or its equivalent or if the student holds a full-time Age and Schooling Certificate and is regularly employed.

Notification to the Registrar of Motor Vehicles and the county juvenile judge must comply with State and Federal laws.

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.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3319.321  
3321.13  
4507.061  
Family Educational Rights and Privacy Act; 20 USC 1232g

## STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; 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;
3. death in the family;
4. quarantine for contagious disease or
5. religious reasons.

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 principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice. 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.

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 are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for nonemergency trips out of the District. The responsibility for such absence 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 10 consecutive days or a total of at least 15 days during a semester or term.

[Adoption date]

LEGAL REFS.: ORC 3321.01; 3321.04; 3321.13; 3321.14; 3321.38  
4507.061  
OAC 3301-35-02; 3301-35-03  
3301-51-13

CROSS REF.: JHC, Student Health Services and Requirements

## 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 10 consecutive days or a total of at least 15 days in any term or semester, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges are 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.
2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.
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;
  - C. a bodily or mental condition that prohibits attendance or
  - D. participation in a home instruction 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 laws.

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.

(Approval date: January 21, 2003)

## TRUANCY

The Board desires 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. Therefore, the Board adopts this policy specifically to deal with students who are “habitual truants” and “chronic truants.”

A “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.

A “chronic truant” is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

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

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

### Habitual Truancy

Upon the failure of the parent, guardian or other person having care of the child to cause the child’s attendance at school, if the child is deemed to be a habitual truant, the District is required to do either or both of the following:

1. Take any appropriate action as an intervention strategy. The intervention strategy may include any or all of the following:



- A. the assignment of the habitual truant to an alternative school pursuant to the Ohio Revised Code;
- B. providing a truancy intervention program for a habitual truant;
- C. requesting or requiring a parent, guardian or other person having care of a habitual truant to attend parental involvement programs, including programs adopted under ORC;
- D. requesting or requiring a parent, guardian or other person having care of a habitual truant to attend truancy prevention mediation programs;
- E. notification of the Registrar of Motor Vehicles pursuant to ORC and/or
- F. taking legal action pursuant to ORC.

Chronic Truancy

Upon the failure of the parent, guardian or other person having care of the child to cause the child's attendance, if the child is deemed to be a chronic truant, the Board shall file a complaint in the county juvenile court jointly against the child and the parent, guardian or other person having care of the child. The complaint must allege that the child is a delinquent for being a chronic truant and that the parent, guardian or other person having care of the child has violated ORC.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3321.03-04; 3321.07-09; 3321.22; 3321.38  
3313.663

CROSS REF.: JED, Student Absences and Excuses

Date \_\_\_\_\_

(Parent and Child)

\_\_\_\_\_  
\_\_\_\_\_

It has been brought to my attention that \_\_\_\_\_ (Name of child) is failing to attend school regularly as required by law. District records indicate that \_\_\_\_\_ (Name of child) has been absent without legitimate excuse for \_\_\_\_\_ days. At this time (he/she) is considered to be truant.

A habitual truant is any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one month, or 12 or more school days in a school year.

A chronic truant is any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, 10 or more school days in one month, or 15 or more school days in a school year.

Pursuant to State law, this District is required to notify the parent, guardian or other person having care of the child and the child of the legal consequences of being a habitual or chronic truant once a child has been determined to be truant. The consequences listed below are the possible legal consequences which may be imposed on the child and/or the parent, guardian or other person having care of the child who is a habitual or chronic truant. Many of the consequences set forth below can only be imposed by the proper court of law. Therefore, this letter is not a notice that any legal consequences have been imposed on the child or on the parent, guardian or other person having care of \_\_\_\_\_ (Name of child) by a court. However, some of those consequences listed below may be imposed by this District at the appropriate time. Those possible legal consequences for the parent, guardian or other person having care of the child, and/or a child of a child being a habitual or chronic truant are, but may not be limited to:

1. The child may be found to be an unruly child. If the child is found by a court to be an unruly child, the court may:

- A. impose penalties in accordance with ORC 2151.354;
  - B. place the child on probation under any conditions that the court prescribes;
  - C. suspend or revoke the driver's license, probationary driver's license or temporary instruction permit issued to the child and suspend or revoke the registration of all motor vehicles registered in the name of the child;
  - D. commit the child to the temporary or permanent custody of the court;
  - E. order the Board of Education to require the child to attend an alternative school if an alternative school has been established;
  - F. require the child to participate in any academic program or community service;
  - G. require the child to participate in a drug abuse or alcohol abuse counseling program;
  - H. require that the child receive appropriate medical or psychological treatment or counseling and/or
  - I. require the child to participate in a truancy prevention mediation program.
2. The child may be found to be delinquent. If the child is adjudicated a delinquent child for being a habitual truant who previously has been adjudicated an unruly child for being a habitual truant, the court may:
- A. require the child to participate in a truancy prevention mediation program and/or
  - B. make any order of disposition authorized by law.
3. If the child is adjudicated an unruly child for being a habitual truant, or a delinquent child for being a habitual or chronic truant and the court determines that the parent, guardian or other person having care of the child has failed to cause his/her attendance, the court may:
- A. require the parent, guardian or other person having care of the child to participate in any community service program and/or
  - B. require the parent, guardian or other person having care of the child to participate in a truancy prevention mediation program.
4. Additionally, the parent, guardian or other person having care of the child can be:
- A. required to attend all court proceedings of the child;
  - B. required to perform up to 70 hours of community service;
  - C. required to pay fines up to the maximum permitted by law and/or
  - D. charged with child neglect or contributing to the delinquency of a child if the child fails to attend school without legitimate excuse.

---

(Signature of attendance officer or  
other appropriate officer)

## STUDENT DISMISSAL PRECAUTIONS

No student will be permitted to leave the school prior to the time of dismissal except by permission of the principal. No student will be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer, a court official or the parents of the child, unless the permission of the parents has been secured. Senior high school students may leave school for lunch as allowed by JF-1.

Any student leaving before the end of the school day must be signed out. Parents may inform the school in writing of any individuals which may sign out their child in addition to themselves. 18-year-old students may sign themselves out from school with parental permission.

In no case will students be sent from the building during school hours for running errands except with the knowledge and approval of the principal and with the consent of the student's parent.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the court order and inform the school in writing of any limitations on the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

Parent includes, as may be applicable, a guardian or legal custodian.

[Adoption date: January 21, 2003]

LEGAL REF.: ORC 3313.20

CROSS REF.: JEE, Student Attendance Accounting (Missing and Absent Children)

## STUDENT DISMISSAL PRECAUTIONS

1. No student will be permitted to leave the school prior to the time of dismissal except by permission of the principal.
2. No student will be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer, a court official or the parents of the child, unless the permission of the parents has been secured.
3. Senior high school students may leave school for lunch as allowed by policy JF-1.
4. Any student leaving before the end of the school day must be signed out.
5. Parents may inform the school in writing of any individuals which may sign out their child in addition to themselves.
6. 18-year-old students may sign themselves out from school with parental permission.
7. In no case will students be sent from the building during school hours for running errands except with the knowledge and approval of the principal and with the consent of the student's parent.
8. Parent includes, as may be applicable, a guardian or legal custodian.
9. When the parents of the child are married, and a court order has not been presented stating otherwise, either parent has the right to pick up the child at school.

Either parent also the right to authorize another person to pick up the child at school.

10. A parent awarded custody in a divorce, annulment or dissolution case is required by law to notify the child's school of the custody arrangements by providing the school with a certified copy of the custody order or decree at the time of enrollment or whenever the order or decree is made.
  - A. The parent shall inform the school in writing of any limitations on the rights of the non-custodial parent, including picking up the child at school or authorizing another person to pick up the child at school.
  - B. Absent such information, the school will presume that the student may be released into the care of either parent.

- C. The child will be released upon request to either parent, unless limited by the court order received by the District with written instructions explaining any limitations of the non-custodial parent.
  - D. The custodial parent must likewise notify the school of any modifications which are subsequently made to the custody order or decree.
11. When custody is awarded jointly to both parents under a “shared parenting plan,” both parents are considered to be the child’s legal custodian, unless a court order specifically provides otherwise.
  12. An unmarried female who gives birth to a child is the sole residential parent and legal custodian of the child until a court of competent jurisdiction issues an order designating another person as the residential parent and legal custodian. If a person claiming to be the child’s father wants to sign out the child from school, contact the principal or business manager. Evidence of a court order designating the father as a residential parent and legal custodian must be presented. Also, an attempt should be made to contact the child’s mother before the child is released to the father if a court order is provided.
  13. If a child is in the temporary legal custody of a governmental agency or person other than his/her natural or adoptive parents, the governmental agency or person needs to provide a certified court order verifying custody. The agency or person should designate in writing who is authorized to pick up the child from school.
  14. When a child is in the permanent custody of a governmental agency or person other than his/her natural or adoptive parents, the governmental agency or person needs to provide a certified court order of custody. The agency or person should designate who is authorized to pick up the child from school.
  15. The parent(s), the custodial parent, guardian, other legal custodian or governmental agency can grant permission for other individuals, such as grandparents, babysitters or other persons, to pick up the child at school. This information will be requested when a child is enrolled in school and updated annually (or more often as necessary) on the \_\_\_\_\_ at the beginning of the school year. (Note: the name of the document that a parent can provide information will be inserted.)

(Approval date: January 21, 2003)

INFORMATION FOR STUDENT DISMISSAL PROCEDURES

Information to be added to a current (possibly Emergency Medical Authorization form) or new form.

1. The following individuals have my permission to sign my child(ren) out of school:

_____	_____
Name	Relationship (if any)
_____	_____
Name	Relationship (if any)
	_____
	Parent's Signature

2. If parents are divorced, please provide information about any current court order which limits the rights of the non-custodial parent to pick up your child(ren) at school, or authorize anyone else to pick up the child(ren) at school. Absent such information, the child(ren) will be release to either parent or anyone else authorized by either parent.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Custodial Parent's Signature

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.

A student, at the time of initial entry into school, 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 which were maintained by the school which 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.

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 police department 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 principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice. 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.



[Adoption date: January 21, 2003]

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

CROSS REFS.: JEC, Student Admission  
JEDB, Student Dismissal Precautions  
JHF, Student Safety

## EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

A child of compulsory school age residing in the District may be legally excused from public school attendance by:

1. holding a full-time Age and Schooling Certificate and being regularly employed;
2. receiving approved home instruction;
3. attending a private or parochial school or
4. having graduated from an approved high school.

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

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3321.02; 3321.03; 3321.04; 3321.07

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

## 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 ordnance, 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.

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

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. 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.

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 re-admitted to the District's schools.

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

#### Re-admission

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 the re-admission of the student.

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 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 re-admission 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 re-admission.

A student in compliance with his/her probationary re-admission 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: January 21, 2003]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: JFCJ, Dangerous Weapons in the Schools  
JGD, Student Suspension  
JGE, Student Expulsion

## STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have 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 which are inseparable from these rights, which include:

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

[Adoption date: January 21, 2003]

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

CROSS REFS.: JFC, Student Conduct  
Student Handbook

Reynoldsburg City School District, Reynoldsburg, Ohio

## STUDENT CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board does not tolerate violent, disruptive or 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. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering 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 which 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.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662  
OAC 3301-35-03

CROSS REFS.: EBC, Emergency Plans  
JFCA, Student Dress Code  
JFCEA, Gangs  
JFCJ, Dangerous Weapons in the Schools  
JG, all subcodes  
Student Handbook



## STUDENT RAIDER WEAR POLICY

There is credible data indicating that the adoption of a school uniform can improve a school district's overall educational climate. In order to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes, all students in grades 7 through 12 shall be required to wear a school uniform called "Raider Wear" beginning on August 27, 2007. The determination of a student's adherence to the "Raider Wear" policy will be made by the building administration. Based on input received from principals, staff, and parents, the required "Raider Wear" shall consist of the following clothing:

**Pants** Colors: khaki, black, or blue (navy)

Style: Docker or dress type

Fabric: Cotton, cotton blend or twill; No jeans, denim, sweat, velour or wind pant material

No leg pockets; Standard front and back pockets only

Length – Cannot drag on floor

**Shorts** Colors: khaki, black, or blue (navy)

Style: Docker or dress type

Fabric: Cotton, cotton blend or twill; No jeans, denim, sweat, velour or wind pant material

No leg pockets; Standard front and back pockets only

Length – at least touching the top of the knee

**Skirts/Skorts/Jumpers** Colors: khaki, black, or blue (navy)

Fabric: Cotton, cotton blend or twill; No jeans, denim, sweat, velour or wind pant material

Length - at least touching the top of the knee; straight or pleated; No slits

In addition all pants, shorts, skirts and skorts will be fitted and hemmed to properly fit and may not be more than one waist size larger.

**Shirts** Colors: Solid color shirt with a collar in shades of gold, purple or white (No denim)

Short or long sleeved polo's

Turtlenecks may be worn under polo shirts

Short or long sleeved oxfords

Shirts must be tucked in; No more than top two buttons unbuttoned; All shirts, other than turtlenecks, must have buttons

**Sweaters** Colors: Solid colors of gold, purple or white

Style - V-Neck, crewneck or cardigan

Shirts, as defined above, must be worn under all sweaters

Shirts must be tucked in

**Sweatshirts** Colors: gold, purple or white

Crew Neck (no hoods)

Shirts, as defined above, must be worn under all sweatshirts

Shirts must be tucked in

**Belts** are to be worn with pants/shorts or skirts that have belt loops

**School Identification** School issued ID's will be worn and displayed on breakaway lanyards worn around the neck at all times

The following is prohibited: No tattered, dirty, torn clothing permitted. No sunglasses without a physician's note. No undergarments (excluding t-shirt collars) shall be exposed. No head gear (caps, hats, sweatbands, bandanas, etc.) to be worn inside. No see-through clothing permitted. No outerwear shall be worn inside. No heavy metal chains allowed. No clothing with hoods. No slippers, house shoes or flip-flops. No body piercing with the exception of earrings. No clothing with pictures and/or wording unless it is School Spirit Wear.

Exceptions to the aforementioned "Raider Wear" policy requirements shall be provided as follows: (1) students participating in a nationally recognized youth organization that establishes its own uniform shall be permitted to wear such uniform on the days that the organization has scheduled functions; (2) school spirit wear, as approved by the building principal; (3) students shall be permitted to wear religiously significant clothing which is part of the student's religious practice. Students must notify the school principal, in writing, at the beginning of the school year of the religious requirement pertaining to dress. Approval must be by the building principal; (4) exceptions, other than those on religious grounds, may be approved only upon the prior approval of the building principal. Staff members will be given notice of any exceptions to the "Raider Wear" policy.

Students who violate this policy shall be subject to the following disciplinary actions: A warning will be issued and the student's parents/guardians will be notified of the warning and may be required to pick up a student or bring alternative clothing for the student to wear. Class time missed due to a violation of this policy will be unexcused. Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but not be limited to; detention, suspension, and/or expulsion. The Building Principal will make the final decision at the building level if a student's attire does not meet the requirements of this policy.

Students qualifying for federally approved free or reduced lunches shall be provided with assistance in obtaining the required "Raider Wear" if requested, in writing, to the Superintendent or designee. Parents requesting assistance with "Raider Wear" shall present a photo ID, proof of household income, and proof of legal guardianship of the student(s) needing the "Raider Wear". Funding for "Raider Wear" provided to qualified students may come from: (1) donations, gifts, and/or grants; (2) funds generated by students, staff, parent/teacher groups and/or business/community partners; and/or (3) any other source approved by the Board of Education. District general funds shall not be used to purchase "Raider Wear" without specific approval by the Board of Education. The Superintendent/designee shall implement the program of providing assistance based on need, and may limit the assistance to a maximum dollar amount per student.

[Adoption date: December 19, 2006]

LEGAL REFS.: U.S. Const. Amend. I  
O.R.C. 3313.20  
O.R.C. 3313.665  
CROSS REFS.: JFC, Student Conduct  
JFCEA, Gangs  
Student Handbook

## REYNOLDSBURG SCHOOL DRESS CODE POLICY

Students in the Reynoldsburg School District, in grades kindergarten through six, starting with the 2007/2008 school year, are to adhere to the following dress code policy. The objective of this dress code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, to facilitate learning. The District expects students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the schools. The final determination of a student's adherence to the dress code will be made by the school administration.

PARENTS SHARE EQUAL RESPONSIBILITY WITH THEIR CHILD FOR THE STUDENT'S ADHERENCE TO THE DRESS CODE.

### GENERAL GUIDELINES

- No clothing that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading.
- No clothing associated with gangs.
- No clothing that exposes underwear or inappropriate parts of the body.
- No clothing long enough to drag the ground.
- No top and bottom clothing that does not overlap.
- No body piercing, except for ears.
- No sunglasses unless prescribed in writing by a medical doctor for indoor wear.
- No chain wallets.
- No flip-flops, house shoes or slippers.

### PANTS, SHORTS, CAPRIS, SKORTS

- No clothing that is more than one inch larger or smaller than waist measurement.
- No pajama pants.
- No jogging pants, sweatpants, gym shorts or any kind of athletic clothing. **(for fifth and sixth graders only)**
- No stretch knits, flannel or fleece. **(for fifth and sixth graders only)**
- No skirts, shorts or skorts above the knee. **(for fifth and sixth graders only)**

TOPS

- No sleeveless tops.
- No formfitting or oversize baggy shirts.
- No low-cut, scoop or plunging necklines.
- No fabrics so sheer as to allow underwear and/or inappropriate parts of the body to be visible.
- No clothing with hoods to be worn inside the building.
- No writing or pictures on tops, except for small logos.  
**(for fifth and sixth graders only)**
- No coats or cold weather jackets inside the school during the school day.
- This provision does not prohibit Reynoldsburg School District “spirit wear”.

HEAD COVERINGS

- No hats, caps, scarves or headbands.
- No head coverings except for religious purposes. The student (and if under the age of 18, the parent of the student) is to notify the school authorities of the religious practice prior to the start of the school year to prevent the students from being questioned about the attire.

Students who violate this policy shall be subject to the following disciplinary actions: A warning will be issued and the student’s parents/guardians shall be required to pick up a student or bring alternative clothing for the student to wear. If the student misses any class time due to a violation, the student’s absence shall be considered unexcused. Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but not be limited to, detention, suspension, and/or expulsion. Building Administrators will make the final decision at the building level if a student’s attire does not meet the requirements of this policy.

Adoption date: August 15, 2006  
Revision adopted: April 24, 2007

## GANGS

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. The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as State laws may occur.

Incidents involving initiations, hazings, 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.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661

CROSS REFS.: JFC, Student Conduct  
JFCA, Student Dress Code  
JFCF, Hazing  
JGD, Student Suspension  
JGE, Student Expulsion

## HAZING

It is the policy of the Board that hazing and harassment activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the District shall encourage, permit, condone or tolerate any hazing or harassment activities, including racial and sexual hazing and harassment. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing or harassment activities.

Hazing and harassment activities are defined as 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. Permission, consent or assumption of risk by an individual subjected to hazing or harassment does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the District shall be particularly alert to possible situations, circumstances or events which might include hazing and harassment. If hazing or harassment or planned hazing or harassment is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing or harassment activities immediately. All hazing and harassment incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with State law.

[Adoption date: January 21, 2003]

## TOBACCO USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board encourages good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the District or at any activity supervised by any school within the District.

Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 2927.02  
3313.47; 3313.66; 3313.661; 3313.751  
OAC 3301-35-03  
20 USC Section 6082

CROSS REFS.: JFC, Student Conduct  
JGD, Student Suspension  
JGE, Student Expulsion  
Student Handbook

## ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.



The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 2925.01; 2925.37  
3313.66; 3313.661  
3719.011; 3719.41

CROSS REFS.: IGAG, Drugs, Alcohol and Tobacco Education  
JHCD, Administering Medicines to Students  
Student Handbook  
Student Code of Conduct

## DANGEROUS WEAPONS IN THE SCHOOLS

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

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 operated by the Board 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 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.

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 registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

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.

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 bus 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 he/she 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 police 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.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 2923.122  
3313.66; 3313.661; 3313.662  
3321.13  
18 USC 921  
20 USC 2701 et seq. - Title IX 9001-9005  
20 USC 8921

CROSS REFS.: JEGA, Permanent Exclusion  
JFC, Student Conduct  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
Student Code of Conduct

**UNSAFE SCHOOLS**  
(Persistently Dangerous Schools)

The Board complies with State and Federal law in adopting a policy on persistently dangerous schools.

A student attending a “persistently dangerous” school in this District or who becomes a victim of a “violent criminal offense” as determined by State law”, anywhere on District “grounds” or during school-sponsored activities is allowed to attend another school in the District that is not persistently dangerous that offers instruction at the student’s grade level. However, there is no transfer option if there is no other school in this District that offers instruction at the student’s grade level.

A “persistently dangerous” school is defined by State law as a school that has two or more violent criminal offenses in or on school grounds per 100 students, in each of two consecutive school years. In schools with 300 or fewer students enrolled, six or more violent criminal offenses must occur. Likewise, if a school has 1350 or more students enrolled, 27 or more violent criminal offenses must occur in each of two consecutive school years.

“Violent criminal offense” refers to any violent criminal offense set forth and defined in State law as violent in nature.

“As determined by State law” means that the student has been identified as the victim and the perpetrator has pled guilty to, been adjudicated or convicted of a violent criminal offense in an Ohio court.

“Grounds” includes school bus transportation to and from school and school-sponsored activities and designated bus stops.

[Adoption date: March 20, 2007]

LEGAL REF.: The Elementary and Secondary Education Act; 20 USC 1221 et.seq.  
OAC 3301-35-02; 3301-35-04

CROSS REF.: JECBD, Intradistrict Open Enrollment  
JFC, Student Conduct (Zero Tolerance)  
JFCI, Weapons in the Schools  
Student Handbooks

## 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 within the area of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator or designee to search any locker and its contents as the administrator 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 firearms. 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.

[Adoption date: January 21, 2003]

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

CROSS REF.: 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

Principals and their 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.

### Searches of Student Property by Police

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the police 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 Police

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. Whenever possible, police officers 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 bring the student to a private room and the contact is made out of sight of others as much as possible.
2. The school principal must be notified before a student may be questioned in school or taken from a classroom.
3. The administration shall make efforts to notify the parent(s) of the student to be interviewed by the police, if the police have not, before the student is questioned so that the parent(s) may be present if they so desire.
4. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
5. When the police remove a child from school, the administration will make an attempt to notify the parent(s).
6. The police department 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 police department. The school should not attempt to handle matters which are properly in the realm of the police department.

[Adoption date: January 21, 2003]

Revision date: August 19, 2003

## 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.

The employee 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 which 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.

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 student conduct outlined in the student handbook results in the student's being disciplined. 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.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662  
3319.41

CROSS REFS.: ECAB, Vandalism  
IGD, Cocurricular and Extracurricular Activities  
JG, all subcodes  
Student Handbook



## CORPORAL PUNISHMENT

The Ohio Revised Code allows boards of education to ban the use of corporal punishment and this Board does not believe such punishment to be suitable. Corporal punishment is prohibited and shall not be used as a form of discipline in the District. The Board expects the administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents to promote appropriate, positive behavior.

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 dealt with according to approved student discipline regulations.

Teachers, principals, administrators and support staff are authorized by law to use, within the scope of their employment, “such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property.”

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.20  
3319.41

CROSS REFS.: ECAB, Vandalism  
JG, Student Discipline  
Student Code of Conduct  
Student Handbook

## STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent or designee may apply any or all of the period of suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. 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 suspension into the following school year.

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 24 hours, 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;
  - B. Treasurer and
  - C. 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 suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). 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.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: JEGA, Permanent Exclusion  
JFC, Student Conduct  
JFCEA, Gangs  
JFCJ, Dangerous Weapons in the Schools  
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.

If either suspension or expulsion is contemplated, a due process hearing is held within three 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 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 and the Treasurer of the Board. 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.

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.

[Adoption date: January 21, 2003]

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

CROSS REFS.: ECAB, Vandalism  
JFCJ, Dangerous Weapons in the Schools  
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. 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 of all of the period of 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.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parents(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 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 of the Board.

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 request to the Board of Education for an expulsion appeal hearing must be made in writing, within 14 days of receiving notice of the expulsion ruling.

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 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. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). 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 which 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.

[Date of Adoption: January 21, 2003]

Revision: January 22, 2008

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REF., ECAB, Vandalism  
JEGA, Permanent Exclusion  
JFCJ, Dangerous Weapons in the Schools  
JGD, Student Suspension  
JGDA, Emergency Removal of Student

## 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.

[Adoption date: March 20, 2007]

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

CROSS REF.: IGBA, Programs for Students with Disabilities  
JED, Student Absences and Excuses  
JHCB, Inoculations of Students  
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. Student must have physical examinations prior to their participation in interscholastic athletic programs.

Parents have the right to refuse to allow their child to participate in non-emergency 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 health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

[Date of Adoption: January 21, 2003

Revision date: March 20, 2007

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

CROSS REF.: JHCB, Inoculations of Students



## INOCULATIONS OF STUDENTS

Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella and mumps is required for each student unless the parent(s) file an objection. The Board also requires tuberculosis examinations in compliance with law.

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 such immunizations, to be completed no later than the day of entrance. Students entering the seventh grade must present evidence of an MMR booster. Students failing to complete such immunizations within 14 days after entering are not permitted to return to school.

All kindergarten and first grade students are required to receive hepatitis B immunizations as well as the second MMR immunization.

[Adoption date: January 21, 2003]

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

CROSS REFS.: JEC, School Admission  
JEG, Exclusions and Exemptions from School Attendance  
JHCA, Physical Examinations of Students

## COMMUNICABLE DISEASES

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 in the case of pediculosis (head lice) the guidelines set by the county health department which must be followed prior to a student being readmitted.

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

[Adoption date: January 21, 2003]

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

CROSS REF.: JEG, Exclusions and Exemptions from School Attendance

## ADMINISTERING MEDICATION TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. Those students old enough to understand and follow directions for taking their medication should be responsible for same under supervision. If this is not possible, the dispensation of medication during the school day will be done in accordance with the following:

- A. Persons hereinafter designated by the Board of Education shall be authorized, when acting in situations other than those governed by O.R.C. §2305.23, 2305.231, and 3313.712, to administer to a student a drug prescribed by a prescriber for the student in accordance with this Policy. However, no employee of this Board of Education who does not have the appropriate training shall use the following procedures to administer drugs to a student:
  1. Injection.
  2. Cauterization.
  3. Any other special procedures.
- B. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. However, nothing in this Policy shall be construed to require a person employed by this Board of Education to administer a drug to a student if such person objects, on the basis of religious convictions, to administering the drug.
- C. No drug prescribed for a student shall be administered pursuant to this Policy or federal law, which includes but is not limited to the Individuals with Disabilities Education Act, until the following occur:
  1. The school nurse or other person(s) designated by the building principal receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
  2. The school nurse or other person(s) designated by the building principal receives a written statement, signed by the prescriber who prescribed the drug that 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 time or intervals at which each dosage of the drug is to be administered;
  - e. The date the administration of the drug is to begin;
  - f. The date the administration of the drug is to cease;
  - g. Any severe adverse reactions that should be reported to the prescriber and one or more telephone numbers at which the prescriber can be reached in an emergency;
  - h. Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber of the drug to the school nurse or other person(s) designated by the principal if any of the information previously provided by the prescriber pursuant to division (C)(2) of this Policy changes.
  4. The school nurse or other person(s) designated by the principal must receive a copy of all statements and revisions of any statement required by division (C)(1) and (2) of this Policy; and
  5. The drug is received by the school nurse or other designated person(s) authorized to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. The parent is required to bring all medication to school.
  6. Any other procedures required by the Board of Education are followed.
- D. If a prescribed drug is administered to a student, the school nurse or other person(s) designated by the principal shall acquire and retain copies of the written requests and statements required by this Policy, and shall ensure that by the next school day following the receipt of any such statement a copy is given to the person authorized to administer drugs to the student for whom the statement has been received and the original is kept on file in the building where the student attends school.
- E. The school nurse or a person designated by the principal, or designee shall establish a location in each school building for the storage of drugs to be administered under this Policy. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

- F. No person who has been authorized by the Board of Education to administer a drug in accordance with this Policy and who has a copy of the most recent statement required by this Policy given to him in accordance with this Policy prior to administering the drug is liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
- G. This Policy may be changed, modified, or revised by action of the Board of Education.
- H. Nothing in this Policy affects the application of O.R.C. §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
- I. All dental disease prevention programs sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health, are exempt from all requirements of this Policy. This Policy does not apply to or otherwise regulate the conduct of such dental disease programs sponsored by the Ohio Department of Health.
- J. In an emergency situation, such as an asthma attack or severe allergic reaction (anaphylaxis), those individuals authorized and in-serviced to administer drugs shall administer the appropriate medication in accordance with the written instructions on file and Board policy.
- K. Other oral medication, such as aspirin, will not be administered to children under any circumstances by school personnel, unless indicated by the parent on the emergency medical form, grades five through twelve.
- L. The school district retains the discretion to reject requests for administration of medication.
- M. A copy of this Policy may be provided to parents upon their request for administration of medication in the schools.
- N. In the case of over the counter drugs, the same procedures as outlined in the above Policy are to be followed with the exception of those procedures referring to the prescriber's permission and procedures. In the case of over the counter drugs, the parent is responsible for complying with all procedures in lieu of the prescriber and assumes liability for the above.
- O. For purposes of this Policy, the term "prescriber" includes only the following:
  - 1. A dentist licensed under O.R.C. Chapter 4715;
  - 2. A clinical nurse specialist, certified nurse-midwife, or certified nurse practitioner who holds a certificate to prescribe issued under O.R.C. §4723.48;

3. An optometrist licensed under O.R.C. Chapter 4725 to practice optometry under a therapeutic pharmaceutical agents certificate; or
4. A physician authorized under O.R.C. Chapter 4731 to practice medicine and surgery, osteopathic medicine and surgery, or podiatry.
5. A physician assistant who holds a certificate to prescribe issued under O.R.C. Chapter 4730.

LEGAL REFS: O.R.C. §3313.713

Adoption date: January 21, 2003

Revision Adopted: May 20, 2008

## ADMINISTERING MEDICINES TO STUDENTS

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

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.

1 of 3

File: JHCD-R

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which 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.

### 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 which 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.

(Approval date: January 21, 2003)

## ADMINISTERING MEDICATION TO STUDENTS

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

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 of 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 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 Board establishes a location in each building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which 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 established 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.

Adoption date: January 21, 2003  
Revision Adopted: May 20, 2008

## ASTHMA MEDICATION AND EPINEPHRINE AUTO INJECTORS

### Asthma Medication

A student attending any school in the School District may possess and use at school or at any activity, event, or program sponsored by or in which his/her school is a participant, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or to prevent the onset of asthmatic symptoms before exercise, if both of the following conditions are satisfied:

- A. The student has the written approval of his/her physician and, if the student is a minor, the written approval of his/her parent, guardian or other person having care or charge of the student. This physician's written approval shall contain the following information.
1. The student's name and address;
  2. The names and dose 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 procedures school personnel should follow in the event 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 child using the inhaler and that should be reported to the physician;
  7. Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication;
  8. At least one emergency telephone number for contacting the physician in an emergency;
  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;
  10. Any other special instructions from the physician.
- B. The school principal and school nurse assigned to the student's building has received copies of the written approvals required by division A. of this policy.

### Immunity from Tort Liability

The school district, a member of the Board of Education, or a school district employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's prohibiting a student from using an inhaler because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had not been satisfied.

The school district, a member of the Board of Education, or a school district employee shall not be liable in damages in a civil action or injury, death, or loss to person or property allegedly arising from a district employee's permitting a student to use an inhaler because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had been satisfied.

When a school district is required to permit a student to possess and use an inhaler because the conditions of divisions A. and B. of this policy have been satisfied, the school district, any member of the Board of Education, or any school district employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the inhaler by a student for whom it was not prescribed.

Nothing in this policy eliminates, limits, or reduces any other immunity or defense that the school district, any member of the Board of Education, or any school district employee may be entitled to under O.R.C. Chapter 2744, any other provision of the Revised Code, or the common law of the state.

### Epinephrine Auto Injectors

A student attending any school in the School District may possess and use at school or at any activity, event, or program sponsored by or in which his/her school is a participant, an epinephrine auto injector to treat anaphylaxis if both of the following conditions are satisfied:

- A. The student has the written approval of the prescriber of the auto injector and, if the student is a minor, the written approval of his/her parent, guardian or other person having care or charge of the student. This prescriber's written approval on the appropriate form shall contain at least the following information.
1. The student's name and address;
  2. The names and doses of the medication contained in the auto injector;
  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. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector;

6. Circumstances in which the auto injector should be used;
  7. Written instructions that outline procedures school personnel should follow in the event the student is unable to administer the anaphylaxis medication or the medication does not produce the expected relief from the student's anaphylaxis;
  8. Any severe adverse reactions that may occur to the child using the auto injector and that should be reported to the prescriber;
  9. Any severe adverse reactions that may occur to another child, for whom the auto injector is not prescribed, should such a child receive a dose of the medication;
  10. At least one emergency telephone number for contacting the prescriber in an emergency;
  11. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
  12. Any other special instructions from the prescriber.
- B. The school principal and school nurse assigned to the student's building has received copies of the written approvals required by division A. of this section of the policy.
- C. The school principal or, if a school nurse is assigned to the student's school building, the school nurse has received a back-up dose of the anaphylaxis medication from the parent, guardian, or other person having care or charge of the student, or, if the student is not a minor, from the student.
- D. Whenever a student possesses an auto injector at school or at any activity, event, or program sponsored by or in which the student's school is a participant, or whenever a school employee administers anaphylaxis medication to a student at such times, a school employee shall immediately request assistance from an emergency medical service provider.

#### Immunity from Tort Liability

The school district, a member of the Board of Education, or a school district employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's prohibiting a student from using an auto injector because of the employee's good faith belief that the conditions of divisions A. and B. of this section had not been satisfied.

The school district, a member of the Board of Education, or a school district employee shall not be liable in damages in a civil action or injury, death, or loss to person or property allegedly arising from a district employee's permitting a student to use an auto injector because of the employee's good faith belief that the conditions of divisions A. and B. of this section had been satisfied.

When a school district is required to permit a student to possess and use an auto injector because the conditions of divisions A. and B. of this section have been satisfied, the school district, any member of the Board of Education, or any school district employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the auto injector by a student for whom it was not prescribed.

Nothing in this policy eliminates, limits, or reduces any other immunity or defense that the school district, any member of the Board of Education, or any school district employee may be entitled to under O.R.C. Chapter 2744, any other provision of the Revised Code, or the common law of the state.

LEGAL REFS: O.R.C. §3313.716  
O.R.C. §3313.718

Adopted: May 20, 2008

ADMINISTERING MEDICINES TO STUDENTS

Dear Parent or Guardian,

If it is absolutely necessary for your child to receive nonprescription medication during the school day and you cannot be there to administer it, all items below must be completed and this form must be returned to the school principal before school personnel will dispense any medication.

It is your responsibility to deliver this form and the medication to your child's school. The medication should be in the ORIGINAL container in which it was purchased and be labeled with: your child's name, the date, the dosage and the name of the medication.

PARENT'S REQUEST FOR THE ADMINISTRATION OF NONPRESCRIPTION MEDICATION AT SCHOOL

To Be Completed By Parent:

I request the school nurse, building principal or designee to administer the nonprescription medication named below to my child. I will hold the school personnel harmless for the administration of the medication described below since they are not legally obligated to administer medication to my child.

1. Student's Name: \_\_\_\_\_
2. Student's School: \_\_\_\_\_
3. Student's Address: \_\_\_\_\_
4. Name of Medication: \_\_\_\_\_
5. Dosage to be administered: \_\_\_\_\_
6. Times or Intervals at which each dosage should be given: \_\_\_\_\_
7. Date administration is to begin: \_\_\_\_\_
8. Date administration is to end: \_\_\_\_\_
9. Name and phone number of the physician to be called in case of an emergency: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Parent or Guardian

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Work #



To Be Completed By the School:

1. Nurse's Signature \_\_\_\_\_ Date \_\_\_\_\_
2. Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_
3. Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## ADMINISTERING MEDICINES TO STUDENTS

To Parent's and their Family Physician

Section 3313.713 of the Ohio Revised Code makes significant changes in the guidelines under which school employees can administer medication to students. In complying with this law, the Board has adopted a policy which states that to protect the well-being of its students no prescription medications will be dispensed at school except where vital. The Board realizes that in exceptional circumstances the child's physician will deem it absolutely necessary for the child to receive medication during the school day. If it is essential that prescription medications be administered during the school day, and the parent cannot be at the school to administer the medication, all items below and on the reverse side must be completed before school personnel will dispense any medication.

It is the parent's responsibility to personally bring this form with both sides completed and the medication in the ORIGINAL container to the principal at your child's school. **Under no circumstances should your child bring to school, or be in possession of, any type of prescription medication.**

---

### PARENT'S REQUEST FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION AT SCHOOL

I request the school nurse, building principal, or designee, to administer the medication named on the reverse side and prescribed by the signing physician to my child,

\_\_\_\_\_ at \_\_\_\_\_  
Child's Name School Name

Further, I agree to:

1. Ask the physician if it is necessary to give the medication during school hours.
2. Deliver the medication personally to the school in the ORIGINAL container in which it was dispensed, properly labeled to include the name of the student, physician, date, dosage instructions (quantity and time) and the name of the medication.
3. Notify the school if my child changes physician or if the medication, the dosage, or the procedure are changed or eliminated.
4. Hold the school or school personnel harmless for the administration of the medication described on the reverse side since the school personnel are not legally obligated to administer medication to any child.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Parent or Guardian

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Work #

\*\*If parent's are separated and both still retain custody, both must sign. If child is under the care of any agency (FOSTER CARE), a representative from that agency must sign.

ADMINISTERING MEDICINES TO STUDENTS  
(Physician's Request for the Administration of Medication at School)

To Be Completed By The Physician

I, the undersigned physician, am certifying that medication for the student listed below cannot be scheduled for other than school hours. Further, I realize that the administration of such medication may be supervised by medically untrained personnel. I am aware that the medication must be sent to school in the ORIGINAL container in which it was dispensed and that no medication will be administered at school unless items 1-11 below are completed.

1. Student's Name: \_\_\_\_\_
2. Student's Address: \_\_\_\_\_
3. Name of Medication: \_\_\_\_\_
4. Dosage to be administered: \_\_\_\_\_
5. Times or intervals for each dose to be given: \_\_\_\_\_
6. Date to start administration: \_\_\_\_\_
7. Date to end administration: \_\_\_\_\_
8. Any severe adverse reactions which should be reported to the doctor:  
\_\_\_\_\_
9. Telephone number where the doctor can be reached in case of an emergency:  
\_\_\_\_\_
10. Any special instructions for administering or storing the medication:  
\_\_\_\_\_
11. Physician's Identifying Data:

\_\_\_\_\_  
Physician's Name (TYPE or PRINT)

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Physician's Address

\_\_\_\_\_  
Date

---

To Be Completed By The School:

1. Nurse's Signature \_\_\_\_\_ Date \_\_\_\_\_
2. Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_
3. Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_
4. If training was necessary, school nurse should complete the following:  
    Type of Training \_\_\_\_\_  
    Date of Training \_\_\_\_\_

SELF-MEDICATION FOR ASTHMA INHALERS  
(Authorization Form)

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

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

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

Time intervals to be given: \_\_\_\_\_

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

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

Adverse reactions to be reported to physician: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Procedure to follow in the event that medication does not produce the expected relief from student's asthma attack: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_ Phone (work) \_\_\_\_\_

(home) \_\_\_\_\_

(other) \_\_\_\_\_

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

## STUDENT SAFETY

The objectives of safety instruction in the District include:

1. learning how to practice safety and to prevent accidents;
2. learning how to care for tools and equipment so as to reduce the possibility of accidents;
3. developing habits of good housekeeping, proper storage and handling of materials and sanitation;
4. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes;
5. developing skills in the safe use of tools and equipment and
6. learning how to cooperate with others in the promotion and operation of a safety program in the school, on school vehicles and to and from school.

Instruction in courses in industrial arts, science, homemaking, art, physical education, health and safety includes and emphasizes safety and accident prevention.

Safety instruction precedes the use of materials and equipment by students in applicable units of work in the courses listed above and instructors teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Teachers instruct students not to accept gifts or automobile rides from strangers. The students are also instructed to tell the teachers, their parents, police or school patrols of any suspicious strangers.

The Board provides for 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 taking such instruction.

Buildings are inspected annually to detect and remedy health and safety hazards. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.96  
3705.05  
3737.73  
4107.31  
OAC 3301-35-03

CROSS REFS.: AFI, Evaluation of Educational Resources  
EB, Safety Program  
EBD, Crisis Management  
JEE, Student Attendance Accounting (Missing and Absent Children)



## REPORTING CHILD ABUSE

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to report such information to the Public Children Services Agency or the local law enforcement agency. Procedures for reporting to ensure prompt reports are made known to the school staff.

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.

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 in-service training in child abuse prevention within three years of commencing employment with the District.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 2151.421  
3319.073

## NOTIFICATION ABOUT SEX OFFENDERS

Megan's Law requires certain sexual predators and sex offenders to register with the sheriff in the county of their residence. In some circumstances the sheriff notifies the Superintendent that a sexual predator or habitual sex offender has moved into the area.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the Superintendent disseminates the information regarding the sexual predator or habitual sex offender 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 sexual predator or habitual sex offender 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 sexual predator or habitual sex offender appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action which the Superintendent should consider taking.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a sexual predator or habitual sex offender is residing within 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 sexual predator or habitual 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.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC Chapter 2950, Section 149.93  
OAC Chapter 109:5-2

CROSS REF.: GBQ, Criminal Record Check

## EMPLOYMENT OF STUDENTS

Students' school responsibilities are to take precedence over nonschool-related jobs. If students need to work while attending school, they are cautioned against assuming work commitments which interfere with their studies and achievement in school. Opportunities for employment are provided through work-experience programs and as noted below.

### Work Permits

In compliance with law, the Superintendent is responsible for processing requests for and issuing work permits as necessary. Employment must meet all legal requirements pertaining to jobs suitable for minors.

### In-School Employment

Part-time and summer jobs may be open to students commensurate with their abilities and the needs of the school for student help. 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.

[Adoption date: January 21, 2003]

LEGAL REFS.: ORC 3313.56; 3313.93  
3321.08-3321.11  
3331.01-3331.15  
Chapter 4109  
4111.02  
48 USC 1324a et seq.

CROSS REF.: JEG, Exclusions and Exemptions from School Attendance

## 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 operation funds of the Board to defray the cost of materials and supplies.

If the District receives poverty-based assistance, it cannot charge a student recipient of the “Ohio Works First” (“OWF”) Program a fee for any materials needed to participate fully in a course of instruction. This provision does not apply to extracurricular activities and student enrichment programs that are not a course 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.

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.

[Date of Adoption: January 21, 2003]

Revision: January 22, 2008

LEGAL REFS.:       ORC 3313.642  
                              3329.06

CROSS REFS.:       IGCB, Experimental Programs  
                              IGCD, Educational Options

## 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 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 (FERPA) 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. student's date of birth
4. student's extracurricular participation
5. student's achievement awards or honors
6. student's weight and height, if a member of an athletic team

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

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 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 (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

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.

[Adoption date: January 21, 2003]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC Section 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 3301-35-02(B)(4)(b); 3301-35-03(E)

CROSS REFS.: AFI, Evaluation of Educational Resources  
KBA, Public's Right to Know

STUDENT RECORDS  
(Definitions)

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 recordkeeping 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 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).

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 which are related to a student, except:

1. a personal record kept by a school staff member which meets the following tests:
  - A. it was made as a personal memory aid;
  - B. it is in the personal possession of the individual who made it 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) and
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.

Personal identifier - any data or information which makes the subject of a record known, including the student's name, the student's address, the student's social security number, a student number, a list of personal characteristics or any other information which would make the student's identity known.

## 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 laws 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)	Central Office	Chief Archivist
<u>Health Records</u>	Principals' Offices	Principals
<u>Speech Therapy Records</u> <u>Psychological Records</u>	Principals' Offices	Principals
<u>School Transportation</u> <u>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.

## 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. Such information includes:

1. the student's name;
2. the student's address;
3. the student's date of birth;
4. the student's extracurricular participation;
5. the student's achievement awards or honors and
6. the student's weight and height, if a member of an athletic team.

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 which 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 school 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 which 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:

1. a person duly elected to the Board;
2. a person certificated by the State and appointed by the Board to an administrative or supervisory position;
3. a person certificated by the State and under contract to the Board as an instructor;
4. a person employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute or
5. a person 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.

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:

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

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 school 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; (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 to students 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 an Ohio 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 and
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.

The District permits any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. the official deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. the information is necessary and needed because of the emergency;
3. the persons to whom the information is to be disclosed are qualified and in positions to deal with the emergency or
4. time is an important and limiting factor in dealing with the emergency.

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 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 and
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made.



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.

(Approval date: January 21, 2003)

## STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student 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 privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the students or 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; March 20, 2007]

LEGAL REF.: 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