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* indicates policies included in this manual

STUDENT POLICIES GOALS

The Board advocates the following goals:

1. to enhance equal educational opportunities for all students;
2. to instill in all students the ability to be critical thinkers and to strive for life-long 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 and constructively 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: August 14, 2000]

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

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

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

[Adoption date: August 14, 2000]

(Revision date: May 14, 2009)

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

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

SCHOOL ATTENDANCE AREAS

The Board determines attendance areas for the various schools of the District. The Superintendent recommends boundary lines, taking into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns.

[Adoption date: August 14, 2000]

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

CROSS REFS.: JECBD, Intradistrict Open Enrollment
JECC, Assignment of Students to Schools

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 an Age and Schooling Certificate.
3. The person is excused from school under standards adopted by the State Board of Education pursuant to Ohio 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: August 14, 2000]

(Revision date: January 7, 2016)

LEGAL REFS.: ORC 3313.61; 3313.617
3321.01 et. seq.
3331.02
OAC 3301-35-04
3301-41

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

EARLY ENTRANCE TO KINDERGARTEN

State law establishes minimum age requirements for admission to kindergarten and sets forth requirements for a standardized testing program to evaluate those students deemed ready by parents for early admission.

Children who will be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested are evaluated upon the request of the child's parent or legal guardian.

Children who will not yet be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested are also evaluated for possible early admittance if referred by an educator within the district or a preschool educator, a pediatrician or a psychologist who knows the child. The building principal may also request evaluation at his/her discretion.

When a request for early entrance to kindergarten is received, the building principal/designee interviews the parent(s) and child and arranges for testing.

Referrals for students to be evaluated and assessed should be made to the building principal. Students referred and having parental permission are tested using a variety of assessments. The assessments are reviewed by an acceleration evaluation committee to determine the most appropriate and available learning environment for the students.

The committee issues a written recommendation to the building principal and the students' parents. Parents have the right to appeal the committee's recommendation to the Superintendent/designee.

The committee develops a written acceleration plan for any student who is admitted early to kindergarten. The parents of the student are provided with a copy of the written plan.

[Adoption date: June 28, 2007]

(Revision date: December 11, 2014)

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

CROSS REFS.: IGBB, Programs for Gifted and Talented Students
 IKEB, Acceleration

CLEAR FORK VALLEY LOCAL SCHOOLS

REQUEST FOR CONSIDERATION FOR
EARLY ENTRANCE TO KINDERGARTEN

Parents or guardians may request consideration for their child's early entrance to kindergarten by completing this form and returning it to the principal of the elementary school the child would attend. The form must be received by June 1st.

After the school receives this request, the parents will be contacted and arrangements will be made for testing.

Child's Name: _____ Date of birth: _____

Male or Female (circle one) Social Security # _____

Address (street, city, zip code): _____

Name(s) of parent/guardian: _____

Phone numbers: _____

Elementary school attendance area (circle one): Bellville Butler

[Adoption date: 9/20/2012]

SCHOOL ADMISSION

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

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

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

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

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DHS custody;
3. the student's current individualized education program (IEP), if developed, and
4. a summary of the institutional record of the student's behavior.

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

[Adoption date: August 14, 2000]

(Revision date: September 23, 2002)

(Revision date: December 13, 2011)

(Revision date: January 12, 2017)

LEGAL REFS.: ORC 2151.33;
2152.18(D)(4)
3109.52 through 3109.61; 3109.65 through 3109.76;
3109.78; 3109.79; 3109.80

Clear Fork Valley Local School District, Bellville, Ohio

3313.48; 3313.64; 3313.67; 3313.671; 3313.672
3317.08
3321.01
OAC 3301-35-04(F)

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

ADMISSION OF HOMELESS STUDENTS

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

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

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

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

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school or homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;
2. the District does not segregate homeless children or youth into separate schools or separate programs within a school based on the student's status as homeless;

3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;
4. it provides training opportunities for staff on identifying and serving homeless students;
5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency or other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;
6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to nonhomeless students and
7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

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

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

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

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

[Adoption date: August 14, 2000]

(Revision date: July 18, 2003)

(Revision date: June 28, 2007)

(Revision date: January 7, 2016)

(Revision date: January 12, 2017)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

42 USC Sections 11431 et seq.

ORC 9.60 through 9.62

3313.64(F)(13)

OAC 3301-35-02; 3301-35-04; 3301-35-06

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

ADMISSION OF HOMELESS STUDENTS
(Enrollment Dispute Resolution Process)

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

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

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

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

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

1. The District provides the parent/guardian or unaccompanied youth with a written explanation of the school's decision regarding school selection or enrollment.
2. The District informs the parent/guardian or unaccompanied youth in writing of their right to appeal the decision.
3. Should the dispute continue, the District refers the parent/guardian or unaccompanied youth to the District homeless liaison who shall review the complaint and issue an opinion in writing to the parent/guardian or the unaccompanied youth.
4. Should the dispute continue, the District homeless liaison assists the involved parties in presenting the situation to the Ohio Department of Education homeless education coordinator.

5. The state homeless education coordinator recommends a decision for distribution to the parent/guardian or unaccompanied youth, local Superintendent and District liaison.
6. Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

(Adoption date: January 7, 20116)

(Revision date: January 12, 2017)

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 and tuition is paid in compliance with Ohio law.

In compliance with Ohio law, students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement from an attorney that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the District;
(The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services;
(The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the State in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the State, and (3) the name and address of the person with whom the student is living while the parent is outside the State. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan;
(The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)'s intention to reside there. The parent(s) must also provide a statement from a home builder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)
7. the student is not otherwise entitled to attend school in the District but his/her parent is a full-time employee of the District, provided the Board establishes such an admission policy;

(Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)

8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;

9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s) provided that the Board and the board of education of the district in which the student's parent(s) reside enters into a written agreement showing good cause for the student to be admitted to the District prior to the enrollment;

(The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)

10. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester, provided the Board has approved such a procedure;

11. the student is under the age of 22 and because of the death of a parent resides in a new school district or

(The student is entitled to finish the current school year in the District upon approval of the Board.)

12. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District.

(The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)

Although the Board does not normally allow the attendance of nonresident students, applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the State, based on a per-student cost determined in compliance with Ohio law. Tuition payments are made as follows:

1. August, September and October û 2/9 payment by 9/1
2. November and December û 2/9 payment by 11/1
3. January, February and March û 3/9 payment by 1/1
4. April, May and June û 2/9 payment by 4/1

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

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

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

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

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 3311.211
3313.64; 3313.644; 3313.65
3317.08
3327.04; 3327.06
OAC 3301-35-03; 3301-42-01

CONTRACT REFS.: Teachers' Negotiated Agreement
Classified 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 or various nations. Accordingly, the Board endorses the involvement of high school students and their families in recognized foreign exchange student programs. The Superintendent and administrative staff are responsible for developing regulations to direct the involvement of the high school with such programs.

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

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

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

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

[Adoption date: July 10, 2014]

(Revision date: July 9, 2015)

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

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

ADMISSION OF EXCHANGE STUDENTS

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

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

9. Exchange students completing grade 12 will receive an honorary diploma or certificate of attendance.

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

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

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

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

[Approval date: July 9, 2015]

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

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

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

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

Students in grades 9-12 are ineligible for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, until the one-year anniversary date of enrollment in the school the student transferred to. Exceptions to the ineligibility provisions are outlined in the Ohio High School Athletic Association Bylaws.

(Revision date: November 27, 2001)

(Revision date: March 17, 2011)

(Revision date: July 10, 2014)

LEGAL REFS.: ORC 3313397; 3313.98
Chapter 3327
OAC 3301-48-02

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

In accordance with Board policy, the following procedures shall apply:

Parents of students residing in any Ohio school districts may request that their child(ren) attend school in the Clear Fork Valley Local School District. Requests for such attendance shall be submitted on appropriate forms and submitted during the application period specified elsewhere in these guidelines.

Resident students and children of employees of the Clear Fork Valley Local Schools shall be given preference over nonresident students with regard to placement in classes, courses, programs or schools.

Grade level, individual class size, building level (specific to each facility) and program level capacities will be maintained as identified below. Class sizes will be distributed equitably across all schools, as much as possible. Ratios may be exceeded for placement of children of employees only after receiving approval from the teachers of that grade level/building and the principal.

Student Teacher Ratios

K-1 1/20 student teacher ratio

2-5 1/23 student teacher ratio

6-8 9-12 Limits established on a course by course basis by the administration.

Nonresident students receiving special education services will be permitted to enroll in the Clear Fork Valley Local Schools only if space and services specified in the student's IEP are currently available. For purposes of resource room placement for special needs intervention or gifted programming, district average enrollment in the level or programming must be as follows in any a building level program at the time application is made:

Category I Special Needs	7/1 student teacher ratio
Category II Special Needs	4/1 student teacher ratio
Talented and Gifted	To be determined by grade level and building.

Students desiring special needs tutor service will only be accepted if these services can be provided without the addition of time to existing staff or the addition of more staff.

Students desiring speech services will only be accepted if the District student average case load is less than 40 students per therapist.

The parent of each student must submit, for each child, a written application for admission to the office of the Superintendent. Applications from non-employees may be submitted between March 15 and June 15 of any year for consideration for the following school year. Applications from employees may be submitted anytime prior to March 15th of the current school year. Exceptions to this deadline may be made only with the permission of the Superintendent. Applications will be date/time stamped as they are received, and this data will be one of the factors considered in the disposition of the request.

After the application period closes, the District will then determine the number of transfer requests that can be accommodated within the constraints of class size, facility usage or other educational program considerations. The Superintendent and/or his/her designee will make the decision whether to grant or to deny the interdistrict transfer request. The sequence that will be followed for reviewing the applications will be: 1) applications from employees in order received, 2) then all other applications sorted by the date and time the application was received. Factors that will affect the decision include, but are not necessarily limited to, availability of classroom space ability to accommodate transfers with the necessity of adding staff, impact of the transfer(s) on the overall educational programs/climate of the District, etc.

Notification to parents as to whether the interdistrict placement will be granted will occur between July 1 and July 31 preceding the school year for which placement is requested. Parents will have 10 calendar days once notified to confirm or withdraw their request. Notification at this time permits the Clear Fork Valley Local Schools to assess the full potential impact of admission on its programs and services.

The students, once assigned, shall remain in the school of choice for one school year. Placement for subsequent school years will depend on a number of factors, including, but not necessarily limited to, enrollment, building limitations and educational program considerations. Applications for continued enrollment need to be submitted annually.

Transportation for nonresident students shall be the responsibility of the parent or guardian of the students unless the student can be picked up and dropped off at a stop on the regular transportation schedule within the Clear Fork Valley Local School District. The District reserves the right, where applicable, to designate the specific stop within its transportation schedule where nonresident students may board and depart.

The final decision on all student placements rests with the Superintendent or his/her designee.

Clear Fork Valley Local Schools reserves the right to deny admission to any nonresident student who has been suspended or expelled from their current school district for ten or more consecutive days in the current academic quarter or the immediate preceding academic term.

It will be the responsibility of the parent to secure athletic releases for participation in extracurricular activities from the resident district board of education, if needed. The prevailing rules of the Ohio High School Athletic Association shall apply to all such athletic releases.

In accordance with ORC 3313.98, the Board will enroll students without differentiation on the basis of academic, athletic, artistic or extracurricular activity, nor proficiency in English. No person shall, on the basis of race, color, creed, national origin, sex or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program.

[Approval date: August 14, 2000]

(Revision date: March 17, 2011)

(Revision date: October 20, 2011)

(Revision date: November 15, 2012)

CLEAR FORK VALLEY LOCAL SCHOOL DISTRICT
OPEN ENROLLMENT APPLICATION

NOTE: This application must be returned to the district office of the Clear Fork Valley Local Schools at 92 Hines Avenue, Bellville, Ohio 44813 by June 15.

(Print or type)

Student's

Name: _____

Last

First

Middle

S.S.#: _____ Birth date: _____

Parent/Guardian's Name: _____

Address: _____
Street City/State Zip

Phone: Home () _____ Work () _____

Present school district of residence: _____

Grade level of student for upcoming school year: _____

Does your educational program include an Individual Education Plan (IEP)? Yes ___ No ___

Are you currently enrolled in or receiving Title I services? Yes ___ No ___

Are you currently enrolled in or receiving Talented and Gifted services? Yes ___ No ___

Are you currently or have you been under suspension or expulsion for 10 consecutive days or more during the last school year? Yes ___ No ___

Will you require transportation within the boundaries of the Clear Fork Valley Local School District in accordance with the Open Enrollment Policy? Yes ___ No ___

(For transportation to be available, you will have to take your child to an established bus stop in the Clear Fork Valley Local School District. If the bus stop is private property, you will need the owner's permission to wait and board the bus at that location.)

Falsification of any information on this form will result in denial of the application and/or immediate withdrawal of the student.

FOR OFFICE USE ONLY

Received by: _____ Date/Time received: _____

Building Assignment: _____

Principal Approved: _____ Rejected: _____ Signed: _____

Superintendent Approved: _____ Rejected: _____ Signed: _____

Reason for Rejection: _____

Janice Wyckoff, Superintendent

Cc: Clear Fork Principal

To remain on Open Enrollment, application forms must be completed each year.

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 schooling 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 may consider:

1. the student's most recent annual academic assessment report;
2. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for the District students of similar age and
3. other evaluation information that may include interviews with the student and the parent.

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

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

[Adoption date: August 14, 2000]
(Revision date: July 25, 2005)
(Revision date: November 15, 2012)
(Revision date: August 14, 2014)

LEGAL REF.: ORC 3313.535; 3313.537; 3313.5311; 3313.5312; 3313.664 3321.04
OAC 3301

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

INTRADISTRICT OPEN ENROLLMENT

The Ohio Legislature in SB 140 requires each school district in Ohio to adopt a plan whereby parents and students are given some choice in selecting an elementary and junior high school to attend if there is a choice available.

The Board believes that to comply with Ohio law, whenever possible, students should be permitted to attend their school of choice within the District. As such, the Board will permit students to apply for attendance at their school of choice, if outside their designated attendance area based on the criteria established in this policy. However, students living in a specific attendance area will be given first priority in placement. The specific criteria is consistent with ORC 3313.64 or 3313.65.

1. Only students that are residents and officially enrolled in the Clear Fork Schools, may request consideration in the intradistrict enrollment plan. All students in grade K-5 are eligible for consideration in the plan. Students who have Individual Education Plans (IEP) that require their attendance at a specific building must attend the building in which the services are offered.

Under unusual circumstances the Superintendent can re-assign the student to another building for one year if requested in writing by the parents and it is, in his/her opinion, deemed educationally necessary.

2. Any application for an intradistrict transfer must be submitted on an official form to the building principal of the building being requested for attendance. The application must be received by the principal between March 1 and not later than June 1. Applications will be acted upon on June 30th. Transfers are for one year and parents desiring a transfer under the program must apply each year. Parents who do not apply each year will not be given consideration for a transfer to another building.
3. The following criteria will be used to establish building capacity for grades K-5.
 - A. No existing programs will be eliminated because of intradistrict open enrollment.
 - B. The building capacity will be reviewed annually and appropriate changes will be made, if necessary.
 - C. The District will continue to strive for the lowest student/teacher ration possible at all levels and to achieve where possible balance enrollments in each elementary school.

- D. It must be understood that the number of students to be accommodated in the intradistrict open enrollment plan may be limited and to achieve where possible balanced enrollments in each elementary school.
 - E. The building capacity formula will not change the racial balance ratio currently existing in the district.
 - F. No program will be moved to another building to accommodate students interested in a transfer.
 - G. A student granted a transfer will be for the entire school year.
4. Parents and students must recognize that extracurricular activities at the respective building will be available to all students. Students may participate in extracurricular programs in the building in which they attend.
 5. Student records will be kept in the building in which students attend.
 6. Students will be expected to follow the procedures and rules in building which they attend.
 7. Transportation is not guaranteed for students accepted in the intradistrict open enrollment program.

Student Selection

1. Priority 1 - Students who officially reside in their respective attendance area or is a child of an employee may not be refused attendance in that school regardless of building capacity.
2. Priority 2 - Students who have been accepted under the voluntary transfer program. These students will have priority if space is available. If limited space is available, those families on voluntary transfer will be considered based on the number of years the children in the family have been part of the voluntary transfer program and the initial date of their application.

[Adoption date: August 14, 2000]
(Revision date: June 27, 2005)
(Revision date: February 9, 2012)
(Revision date: November 15, 2012)

LEGAL REFS.: ORC 3313.64; 3313.65; 3313.97

CROSS REF.: IE, Organization of Facilities for Instruction
IGBJ, Title I Programs
JECC, Assignment of Students to Schools

CLEAR FORK VALLEY LOCAL SCHOOLS

APPLICATION – INTRADISTRICT OPEN ENROLLMENT REQUEST

Date: _____

Student Name: _____ Date of Birth: _____

Address: _____ Phone: _____

Parent's Name: _____ Phone: _____

Address: _____

School Year: _____ Grade: _____

Building you are requesting your child to attend: _____

Are you able and willing to provide transportation to the building for which you have requested a transfer? _____ Yes _____ No

Please summarize the reasons you are requesting a transfer.

I have read the stipulations of the Clear Fork Intradistrict Open Enrollment Plan and agree to abide by the procedures and policies that have been established. This application shall be good for one school year and parents must reapply each year.

Signature

Date

ASSIGNMENT OF STUDENTS TO SCHOOLS

The Superintendent has authority to assign students to schools. The Superintendent or his/her designee is authorized to make exceptions on the basis of hardship and student need and to assign a student to a school outside his/her own attendance area.

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 3313.49; 3313.64; 3313.65; 3313.97
3319.01

CROSS REFS.: JC, School Attendance Areas
JECBD, Intradistrict Open Enrollment

STUDENT WITHDRAW FROM SCHOOL

Students whose parents are moving from the District, who are no longer of age for compulsory school attendance or who have been exempted from school attendance may withdraw from school.

1. Students of compulsory school age must be withdrawn from school by their parent or guardian.
2. A student 18 or older may withdraw himself/herself from school.
3. Before a student may be withdrawn from school, all school textbooks, materials and properties must be returned and all school charges, fees, fines, etc., must be paid.
4. Fees for students withdrawing in the midst of a school year are prorated to the end of the current quarter and be refunded.
5. Students moving to another school district should complete a written request to forward their records to the next school of attendance at the time of withdrawal.

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 Ohio 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 the Ohio law.

In compliance with Ohio 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: August 14, 2000]

LEGAL REFS.: ORC 3319.321
3321.13
4507.061

Family Educational Rights and Privacy Act; 20 USC 1232g, 34
CFR Part 99

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. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days) or
8. as determined by the Superintendent.

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

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

[Adoption date: August 14, 2000]
(Revision date: June 29, 2010)
(Revision date: April 20, 2017)

LEGAL REFS.: ORC 3313.609
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.19; 3321.38
4510.32

CROSS REF.: IGAC, Teaching About Religion
IKB, Homework
JEDB, Student Dismissal Precautions
JHC, Student Health Services and Requirements
JHCC, Communicable Diseases

STUDENT ABSENCES AND EXCUSES

Students Habitually Absent - Loss of Driving Privileges

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

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and as a result of that information, the student's driving privileges 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 (work permit);
 - 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: August 14, 2000]

(Revision date: April 20, 2017)

TRUANCY

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

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

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

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

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

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

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

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

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;

5. notification to the Registrar of Motor Vehicles or
6. taking appropriate legal action.

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

Absence Intervention Plan

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

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

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

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

Filing a Complaint with Juvenile Court

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

Clear Fork Valley Local School District, Bellville, Ohio

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

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

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

[Adoption date: August 14, 2000]
(Adoption date: April 20, 2017)

LEGAL REFS.: ORC 3313.663; 3313.668
3321.03 through 3321.04; 3321.07 through 3321.09; 3321.19; 3321.191;
3321.22; 3321.38

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

STUDENT DISMISSAL PRECAUTIONS

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, the authority gives primary consideration to the best interest of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission.

[Adoption date: August 14, 2000]

LEGAL REF.: ORC 3313.20

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

STUDENT ATTENDANCE ACCOUNTING
(Missing And Absent Children)

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

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 and documentation of custody if appropriate. 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, which is mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

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

[Adoption date: August 14, 2000]
(Revision date: December 13, 2011)

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
JECAA, Admission of Homeless Students
JED, Student Absences and Excuses
JEDB, Student Dismissal Precautions
JHF, Student Safety

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

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

1. holding an Age and Schooling Certificate (Work Permit), being regularly employed, and attending school on a part time basis in a program approved by his/her designee;
2. receiving approved home instruction;
3. attending a private or parochial school or
4. having received a diploma or GED 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 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: August 14, 2000]
(Revision date: June 29, 2010)

LEGAL REFS.: ORC 3313.66
3321.02; 3321.03; 3321.04; 3321.07
3331.01; 3331.02; 3331.04; 3331.06 through 3331.09
OAC 3301-51-13

CROSS REFS.: IGCF, Home Instruction
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 ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

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

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

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

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

1. academic and extracurricular activity record of the student;
2. disciplinary record of the student;
3. social history of the student;
4. response to prior discipline and sanctions;
5. seriousness of the offense and any aggravating circumstances;
6. any mitigating circumstances;

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

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

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

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

If the State Superintendent rejects the resolution, the student shall be 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 Ohio 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: August 14, 2000]

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

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

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

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

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

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

[Adoption date: August 14, 2000]

(Revision date: August 16, 2012)

(Revision date: April 20, 2017)

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

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

STUDENT DUE PROCESS RIGHTS

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

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

Due process procedures are:

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

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

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC Chapter 2506
3313.66; 3313.661; 3313.662
OAC 3301-35-03(G)(2)(c)

CROSS REFS.: JB, Equal Educational Opportunities
JFC, all subcodes
JGD, Student Suspension
JGE, Student Expulsion

STUDENT INVOLVEMENT IN DECISION MAKING

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

A student may be elected to serve on the Board as a representative for the student body to better facilitate communication between the Board and the students, to increase awareness of the democratic process within the District and to improve the opportunity for participation in the decision-making process.

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

[Adoption date: August 14, 2000]

(Revision date: March 28, 2005)

LEGAL REF.: OAC 3301-35-03

CROSS REFS.: JF, Student Rights and Responsibilities
JFC, Student Conduct (Zero Tolerance)

STUDENT CONDUCT (Zero Tolerance)

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

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

Students and parents annually receive, at the beginning of the school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct 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: August 14, 2000]
(Revision date: March 28, 2005)
(Revision date: August 12, 2010)
(Revision date: April 21, 2011)
(Revision date: April 20, 2017)

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

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

STUDENT CONDUCT

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affects other students or the school and to conduct at school functions of any kind. Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose or creates a likelihood that it will interfere with the health, safety or well-being of the right of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all misconduct can be itemized. The following is an enumeration of some of the main areas which may lead to suspension, detention or other forms of disciplinary action. They are:

1. Stealing, causing damage to or destroying school or private property including damage to school personnel's property. Unauthorized computer access will be considered potential vandalism and will be treated accordingly.
2. Threatening or intimidating, hazing, coercion or attempting to cause physical injury or harm to any student, teacher or any other person.
3. Disruption of or interference with curricular, cocurricular or extracurricular activities.
4. Interfering with school purposes or with the orderly operation of the school by using, threatening to use or causing other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
5. A student shall not possess, handle or transmit any object that can reasonably be considered a weapon. Weapons include, but are not limited to, any type of knife, gun, chain or club. Other more commonplace devices which are not normally considered weapons, may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, he/she will be considered in violation of the rule on weapons and will be treated accordingly.

This guideline applies:

- A. On the school grounds during and before and after school hours.
- B. Off the school grounds on a school bus or renter carrier, at any school activity, function or event.

Penalty: Student is suspended not to exceed 10 days from school pending the processing of the recommendation for expulsion. The weapon will be confiscated.

6. Using profane, indecent or obscene language either verbally or in writing toward any student, teacher or any other person, included in this prohibition is the use of obscene gestures, signs, pictures or publications.
7. Gambling on school premises or at school events.
8. Failure to comply with the directions of teachers, school aides, principals or other authorized school personnel. Teachers are authorized to make such rules to apply to their classrooms and study halls which will aid in efficiency. Any request made by a teacher must be promptly complied with by students.
9. No student shall possess, consume or show evidence of having consumed or offer for sale, any alcoholic beverages, tobacco in any form, drugs or any substance represented as drugs while in the school building or on school premises or at any school activity.
10. Failure to comply with attendance procedures.
11. Truancy from classes, study halls and/or lunch period. Not signing it or out on form in the office.
12. Persistent disobedience or gross misconduct, cheating.
13. A student shall not possess, handle, transmit or conceal fireworks, explosives or detonative devices.
14. Being out of an assigned area.
15. Holding hands, kissing, hugging or public display of affection.
16. Any false or fraudulent alteration of any documents, passes, grade cards, parental notes, etc.
17. Immature acts - pushing in the halls, running in the halls, throwing objects in the classroom.
18. Interference with members of the staff in the discharge of their duties.
19. Habitual tardiness to school or class.
20. Extortion.
21. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.

Penalties of Misconduct

The following criteria is to be considered viable options when dealing with student misbehavior. This is not to be construed as the only alternative, but merely as a guide to correct the student behavior. Student behavior that is severe or misbehavior that continues will result in stricter disciplinary measures being taken.

1. Time out
2. Detention
3. Friday School
4. In School Suspension (C.A.P.)
5. Out-of-School Suspension
6. Referral to Juvenile Court
7. Emergency Removal
8. Expulsion

(Approval date: August 14, 2000)

(Revision date: November 26, 2001)

STUDENT DRESS CODE

Students should dress in good taste and wear appropriate clothes at all times during the school day. The principal will determine appropriateness when a question arises.

Clothing with obscene sayings or suggestive innuendoes is not appropriate. Clothing that advertises drugs, tobacco or alcohol is also inappropriate.

[Adoption date: August 14, 2000]

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

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

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

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

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

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

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

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

[Adoption date: August 14, 2000]
(Revision date: June 29, 2010)
(Revision date: November 17, 2011)
(Revision date: January 7, 2016)

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

CROSS REFS.: JFC, Student Conduct
JG, Student Discipline
Staff Handbooks
Student Handbooks

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

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

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats, (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (accept as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a students and

13. carry on the vehicle only items that can be held in their laps.

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

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

Discipline

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

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

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

[Approval date: August 14, 2000]

(Revision date: January 7, 2016)

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 Ohio 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. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

Training, to provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, is provided by security on an as-needed basis. Presentations provide training in current identification symbols used by those involved in gang-related activity and include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information.

[Adoption date: August 14, 2000]
(Revised date: March 28, 2005)

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661

CROSS REFS.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)
JFC, Student Conduct
JFCA, Student Dress Code
JFCF, Hazing
JFCK, Use of Electronic Communications Equipment by Students
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

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

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

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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

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

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

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

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

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided

to elementary employees in violence and substance abuse prevention and positive youth development.

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

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

[Adoption date: August 14, 2000]

[Revision date: March 18, 2005]

[Revision date: June 28, 2007]

(Revision date: May 14, 2009)

(Revision date: August 12, 2010)

(Revision date: June 12, 2012)

(Revision date: January 12, 2017)

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 117.53
2307.44
2903.31
3301.22
3313.666; 3313.667
3319.073; 3319.321

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

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Strategies

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;

- C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. False Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school

personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

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

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

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

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

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

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

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

Report to the Parent or Guardian of the Perpetrator

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

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

Reports to the Victim and his/her Parent or Guardian

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

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

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

Police and Child Protective Services

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

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

[Adoption date: May 14, 2009]

(Revision date: August 12, 2010)

(Revision date: January 12, 2017)

TOBACCO USE BY STUDENTS

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

The Board prohibits the use or possession of electronic cigarettes by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

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

[Adoption date: August 14, 2000]

(Revision date: May 14, 2009)

(Revision date: July 10, 2014)

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

CROSS REFS.: JFA, Student Due Process Rights
JFC, Student Conduct
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

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 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: August 14, 2000]

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 Handbooks
Student Code of Conduct

Clear Fork Valley School District Illegal Substances Testing Policy

It is the policy of the Clear Fork Valley Local School District Board of Education not to permit students who use Alcohol, Illicit Substances, or Banned Substances without a prescription, to participate in the District's athletics and/or athletic team management, or obtain a parking permit. Eligible Students and their parent/guardian shall be required to give written consent of the student to be tested for alcohol or illicit drugs and/or banned substances by a vendor of the Board of Education's choosing. The consent shall include permission for random testing during the athletic season of the participating sport and/or after obtaining a parking permit, and for reasonable suspicion testing as warranted. The schedule will not follow any recognizable pattern. Any refusal to consent to drug testing by any student and/or parent will result in the student not being allowed to practice or participate in District athletics and/or obtain a parking permit in the Clear Fork Valley Local School District.

A. Overview

The procedure for random drug testing of students in all athletic teams and manager positions and those wishing to obtain a parking permit for grades 7-12 is accomplished in conjunction with an independent drug Testing Vendor selected by the Board of Education. The Testing Vendor is provided by the Designated Official with a list of Eligible Students at the beginning of the athletic season or upon application for a parking permit as determined by the Board of Education and updated thereafter.

The Testing Vendor in turn randomly selects students to be tested from the most current list of Eligible Students in a confidential manner. The Testing Vendor shall also test any other student whom a custodial parent/guardian wants to be tested, e.g. non-participants/non-drivers. The Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or Designated Official by the MRO. Specimens are collected as split specimens.

Random testing will be paid for by a one-time per school year \$28 fee to be assessed to students participating in sports, or obtaining a parking permit. A custodial parent/guardian who requests that a student be tested shall be responsible for the cost of such testing.

B. Statement of Need and Purpose

Recognizing that the observed and suspected use of Illicit Substances and Banned Substances, including Alcohol, by Clear Fork Valley Local School District students is a serious concern, a program of deterrence will be instituted as a pro-active approach to a truly drug-free school. Likewise, students using illegal substances pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

1. To provide for the safety of all students.
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal substances.
3. To encourage students who use drugs to participate in drug treatment programs.
4. To prevent the impact illegal substances use has on the learning centers of the brain, allowing students to achieve their full academic potential while a student within Clear Fork Valley Local Schools.

C. Definitions

Alcohol – Any intoxicating liquor, alcohol, beer, wine, mixed beverage, or malt liquor/beverage, as defined in Ohio Revised Code Section 4301.01. This definition includes any liquid or substance, such as “near beer,” which contains alcohol in any proportion or percentage. This definition does not include a substance used for medical or dental purposes in accordance with directions for use provided in a prescription or by the manufacturer, and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, provided the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and direction for use, or (b) an over-the-counter medicine. Alcohol is a Banned Substance.

Eligible Student – A student in grade 7 through 12 who is participating in one or more sport and/or who has obtained a permit to park a motor vehicle on Board property.

Parking Permit – A permit given to students seeking permission to drive and park their personal vehicle on school property.

Season – A period of time defined by start dates as published by the Ohio High School Athletic Association (“OHSAA”), and continuing until completion of the banquet or final event for the activity in the District

Self-Referral – The decision by a student to seek assistance or counseling for suspected substance abuse. A self-referral is not to be used as a means of avoiding consequences of a violation of this policy. Policy violations already reported or pending violations with the law enforcement cannot be “self-referred.”

Vendor - The medical office or company selected by the Board of Education to carry out the policy and procedure.

Designated Official - The individual designated Board of Education or Superintendent to oversee the drug testing program of the District.

Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit Substance - Any controlled substance that a person may not legally sell, offer to sell, possess, give, exchange, use, distribute, or purchase under Ohio Revised Code Chapter 2925 or federal law, and any harmful intoxicant as defined in Ohio Revised Code Section 2925.01. Illicit Substance includes all prescription drugs being used in any way other than for medical purposes, or used not in accordance with the directions for use provided by the prescription or by the manufacturer. Illicit Substance includes any metabolite of an Illicit Substance.

Banned Substance - A substance defined by Board policy as being banned from use by students, including without limitation: alcohol, amphetamines, anabolic steroids, barbiturates, benzodiazepines, cocaine, LSD, marijuana, methadone, methaqualone, MD/MA (“ecstasy”), opiates, phencyclidine, propoxyphene (Darvon), synthetic marijuana (i.e., “Posh,” “Spice,” K2), any other substance listed in 21 U.S.C. 802(6), and any metabolite of a Banned Substance.

SAMHSA - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

Chain-of-custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and follows the specimen as testing is completed, then forwarded to the MRO for final certification.

Adulterant/Adulteration – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances

D. Procedures for Students

1. Informed Consent for Testing

At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the Clear Fork Local Code of Conduct and Expectations Informed Consent Agreement. No student may participate in sports or receive a parking permit until this form is properly executed and on file with the School.

2. Urine Drug Testing Frequency

Testing of students participating in sports (and managers) will begin at the

commencement of the participating sport. Random testing for student athletes will occur at any time throughout the season of the participating sport. Student drivers will be tested randomly throughout the duration of the school year, so long as the student holds a parking permit. The random testing schedule will not follow any recognizable pattern. The Testing Vendor will select the students to be tested from the list of Eligible Students in a random and confidential manner. The Vendor will arrange with the Designated Official a day and time to do the collection of specimens. When a parent requests that his or her child be tested, the Designated Official shall notify the Testing Vendor of the request and the student shall be included in the next group of students to be tested. Any student who refuses to submit to urine drug testing will be considered to have had a positive test result.

Up to 100% of Eligible Students may be tested each semester. A student may be tested more than once per school year.

3. Sample Collection

Samples will be collected as outlined under Vendor Requirements below. Any Eligible Student selected randomly for urine illegal substance testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate in extracurricular activities or park on school grounds until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be additional fees associated with the use of an off-site collection point, which shall be the responsibility of the student or parent.

Should a parent choose to use an alternative testing vendor, the alternative vendor must be approved by the Board. This test must be conducted under the same parameters as the designated Vendor. The Board approved vendor will send test results to the Designated Official and will notify the parent or guardian/custodian within 24-48 hours of the test or as soon as test results are available. The parent/guardian/custodian must notify Clear Fork's Designated Official of the test results by providing a copy of all test results to the Designated Official (H.S. Principal) no later than the next day school is in session once test results are provided by Workable. All fees incurred at this alternative testing site will be paid for by the parent/guardian of the student.

E. Confidentiality of Results

All illegal substance test results are considered confidential information and will be handled accordingly. School officials having results reported to them as set forth by this Policy must sign a Confidentiality Statement.

F. Vendor Requirements

At a minimum, the Vendor must be able to provide the following services:

1. Random Selection of Eligible Students:

Once provided a list of Eligible Students, the Vendor must select the students to be tested in a random and confidential manner. The Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

2. Collection of Urine Specimens:

The Vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing. Chain of Custody forms will be provided by the Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen (See Section G., Collection Process).

3. Testing of Urine Specimens:

The Vendor will have all specimens tested for Illicit and Banned Substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than 10 years' experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results, except for LSD, then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (no current GC/MS test is available for LSD).

4. Medical Review Officer (MRO) Services:

The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by this Policy. All results will be kept on file for a period of seven years.

5. Reporting of Random Urine Test Results by Vendor:

The MRO will verify all urine drug screens as negative or positive. Verified positive findings will be reported in a confidential manner to the Parent and the Designated Official.

6. Statistical Reporting and Confidentiality of Urine Drug Test Results:

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive illegal substances tests to any person, organization, news publication or media without expressed written consent of the Clear Fork Valley Local School District Board of Education. However, the Vendor will provide the Building Principal (or designee) with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

7. Verification of a positive test result:

Positive drug test results must be verified positive by the MRO before the Designated Officer may act upon such results.

- a. Verification of a positive test result is a three-step process:
 - i. The MRO must determine if any discrepancies exist in the chain of custody and, if such discrepancies exist, whether they prevent verification of the positive test result;
 - ii. If one or more of the substances indicated to be present in the positive test result are available by prescription, the MRO must contact the Parent to determine whether the Student has such a prescription. The MRO shall allow the Parent two business days to respond to the MRO's inquiry.
 - iii. If the Parent states that the Student has such a prescription, the Parent must provide the MRO with a letter from the prescribing physician verifying the prescription within five business days of the MRO's initial inquiry.
- b. The MRO shall verify as positive a test result if:
 - i. It is not possible to have a prescription for the substance(s) found in the Student's urine; or
 - ii. The Parent states that the Student does not have a prescription for the substance(s) found in the Student's urine; or
 - iii. The Parent fails to respond within two business days to the MRO's inquiry whether the Student has such a prescription; or
 - iv. The Parent fails to provide the prescribing physician's written verification of the prescription within five business days of the MRO's inquiry whether the Student has such a prescription.
- c. If a Student's urine tests positive both for substances for which a prescription may be held and substances for which one cannot have a prescription, the MRO shall verify as positive the results showing the presence of the substances for which one cannot have a prescription, even though verification of the test results for the substances for which it is possible to hold a prescription may be pending.
- d. Exception to positive verification. The MRO may use quantitative results to determine if positive results indicate recent use of Illicit or Banned Substances

or the natural decline of levels of the Illicit or Banned Substance from the body.

If the MRO concludes that the quantitative levels determined to be above the established cutoffs reflect natural decay rather than current use, the MRO may decline to verify a positive result.

- e. Any and all adulterations of the specimen will be detected and considered the same as a test refusal or first time infraction. Adulterations are not treated as positive, but have the same consequences. A retest will be required within twenty-four (24) hours.

Anyone who suspects tampering with the sample shall notify the designated school official. The sample will be screened or sent to the lab for immediate confirmation of tampering.

G. Procedures in the Event of a Verified Positive Result

1. The MRO shall notify the Designated Official and the Student's Parent of a verified positive test result for Illicit Substances or Banned Substances, or if adulteration is detected. Notification shall include written notification.
2. The Building Principal (or designee) will notify the student and the parent/guardian/custodian of any verified positive results. Notification of the student and parent should be done during the next day the student is in attendance at school. If school will not be in session for an extended period of time (such as Christmas, Spring Break, or Summer Break) the principal (or designee) may choose to call the student's home to notify both the student and parents. A written notification from the Building Principal (or designee) will be sent to the parent/guardian/custodian in all cases.
3. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal (or designee) in writing within five working days from first notification of a verified positive test results by the Building Principal (or designee). If the test of the split sample is negative for any Illicit or Banned Substance, the District will treat the Student as if the positive test for that substance did not occur.
4. The MRO may use quantitative results to determine if positive results indicate recent use of Illicit or Banned Substances or the natural decline of levels of the Illicit or Banned Substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

H. Non-Punitive Nature of the Policy

No student will be penalized academically for testing positive for Illicit or Banned Substances that is a result of random or parent-requested testing. The results of drug

tests pursuant to this Policy will not be documented in any student's academic records. Information regarding the results of random or parent-requested drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Clear Fork Valley Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Clear Fork Local School Board of Education, to the extent permitted by such subpoena or legal process.

Nothing in this Policy shall prevent a student from being disciplined for a violation of the Code of Student Conduct for any offense, including an offense involving drugs that is not associated with a random or parent-requested drug test.

A verified positive test for Illicit or Banned Substances shall affect the student's ability to participate in sports and/or park a motor vehicle on District property as set forth in the applicable Student Handbook.

I. Procedures for Random Urine Drug Testing of Clear Fork Valley Local School District Students

1. List of Eligible Students

The Designated Official will prepare a list of Eligible Students. This list will be forwarded to the Vendor for the random selection of students who will submit urine specimens for testing.

2. Random Selection of Students for Testing

The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of random selection.

3. Scheduling of Urine Drug Testing

Random urine drug testing is unannounced. The day and time are selected by the Designated Official and confirmed with the Vendor. Random testing can occur at any time during the participating season or while the student holds a parking permit. The schedule will not follow any recognizable pattern.

4. Testing

The Designated Official is responsible for seeing that all students and their parent/guardian/custodian properly sign the Informed Consent Agreement prior to testing.

5. Form Completion

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the Clear Fork Valley Local School District

Illegal Substance Testing Policy, its students and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and Designated Official.

6. Collection Process

Selected Students are escorted from class to the collection site. A specimen of urine is collected following this process:

- a. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- b. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- c. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- d. The drug testing custody and control form is completed by the student and collector.
- e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 30ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- f. The student enters a closed stall to collect the specimen then hands the container to the collector.
- g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.

If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the Designated Official notified.

- h. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- i. The collector takes the bottle seals and places them over the caps and sides of the bottles and ensures they are properly signed and initialed.
- j. The sealed bottles are placed inside the transport bag.
- k. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the COC and is given the donor copy of the form.

- l. The Student may wash their hands and is then sent back to class.
- m. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- n. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.

7. Medical Review Officer (MRO) Responsibilities

The MRO will review all results of urine illegal substances testing. Any urine specimen testing positive for Illicit Substances, Banned Substances, or adulteration will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician to document what medications the student is currently taking. Failure to provide such requested information within five business days will be considered a verified positive result.
- d. The MRO will determine if any of the prescribed medications resulted in the positive drug test.
 - i. For example, a positive test for codeine may be verified negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.
 - ii. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a verified positive drug test by the MRO.
 - iii. Drug screens positive for an Illicit or Banned Substances for which it is not possible to have a prescription (i.e., marijuana, heroin, cocaine, alcohol, etc.) shall automatically be verified positive by the MRO.

- e. Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.
 - f. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician to document what medications the student is currently taking. Failure to provide such requested information within five business days will be considered a verified positive result.
 - g. The MRO will determine if any of the prescribed medications resulted in the positive drug test.
 - iv. For example, a positive test for codeine may be verified negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.
 - v. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a verified positive drug test by the MRO.
 - vi. Drug screens positive for an Illicit or Banned Substances for which it is not possible to have a prescription (i.e., marijuana, heroin, cocaine, alcohol, etc.) shall automatically be verified positive by the MRO.
 - h. The MRO may use quantitative results to determine if positive results indicate recent use of Illicit or Banned Substances or the natural decline of levels of the Illicit or Banned Substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
 - i. The MRO, based on the information given, will verify the drug test results as positive or negative. Verified positives results will be reported to the Parent and Designated Official.
8. Pick-Up Process
 The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

[Adoption Date: August 14, 2014]

**CLEAR FORK VALLEY LOCAL SCHOOL DISTRICT
CONSENT TO PARTICIPATE IN DISTRICT DRUG TESTING PROGRAM**

We have received, read, and understand the Clear Fork Valley Local School District Board of Education drug testing program for students involved in school-sponsored athletics and/or who wish to obtain a parking permit.

We agree that (Student's Name) _____ shall be subject to its terms from seventh grade through twelfth grade while attending Clear Fork Valley Schools. He/she will be tested for illicit drugs or banned substances in accordance with Policy JFCIA as approved by the Clear Fork Valley Local School District Board of Education. We accept the method of obtaining specimens (urine samples), the testing and analysis of such specimen, and all other aspects of the program. The student participant agrees to cooperate in furnishing an onsite urine sample obtained by qualified vendor. We understand that the urine collection process will be conducted according to the procedures established by the testing company and that we have no control over when the drug screening will be administered.

We consent to be part of the Drug Testing Program which consists of entrance into a pool, selected randomly, for testing throughout the participating athletic season and/or following obtainment of a parking permit. We understand that my participation in athletics or obtaining a parking permit is conditioned upon my entrance into the District Drug Testing program.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. We understand that any samples will be sent only to the contracted testing company for actual testing, and that the samples will be coded to provide confidentiality. This consent is given pursuant to all State and Federal privacy statues, and is a waiver of nondisclosure rights only to the extent of the disclosures require in the program.

We give consent to the testing company, their laboratory, doctors, employees or agents, together with any clinic, hospital or laboratory designated by them to perform testing for the detection of illicit drugs or banned substances. We release the Clear Fork Valley Local School District Board of Education, its individual members, its employees, the testing company and its employees from any legal responsibility or liability for the release of such information and records.

We understand this consent remains in effect until the submission of a formal letter of request to withdraw from the program or upon my graduation or withdrawal from the Clear Fork Valley Local Schools.

Student Name (printed): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

(Adopted: August 14, 2014)

(Revised: May 26, 2015)

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 one-quarter ounce, mine or device similar to any of the devices described above.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm to a school operated by the Board or on to any other property owned or controlled by the Board, 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.

The Board grants the Superintendent permissive authority to expel a student from school for a period not to exceed one year for bringing a 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. Furthermore, the Board grants the Superintendent permissive authority to extend such an expulsion into the second 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: an incident involving a disabled student when the incident is a manifestation of the disability; 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.

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

Further, 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 person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio 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, and/or any of the provisions of this policy 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 Ohio law.

[Adoption date: August 14, 2000]
(Revision date: November 26, 2001)

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 8922

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

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students using electronic communications devices during the school day are governed by The Clear Fork Valley Local School District's Acceptable Use and Internet Safety Policy (File EDE) and Student Handbooks at each building.

[Adoption date: March 28, 2005]
(Revision date: December 13, 2012)

LEGAL REFS.: ORC 3313.20; 3313.753

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

UNSAFE SCHOOLS
(Persistently Dangerous Schools)

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

Beginning in the 2004-2005 school year, a student attending a “persistently dangerous” school in this District or 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 offense 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 plead guilty to, been adjudicated or convicted of a violent criminal offense in an Ohio court.

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

[Adoption date: July 18, 2003]

LEGAL REF.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

CROSS REF.: Student Handbooks

Parental Notification:
Option to Transfer From a Persistently Dangerous School

Dear Parents/Guardians:

The Ohio Department of Education has designated the _____ School as a “persistently dangerous” school based on state criteria which include expulsion rates for certain types of offenses, gun-free schools violations and violent criminal offenses committed on school property.

“Persistently dangerous” as used in this policy means that a school has two or more violent criminal offenses, as determined by Ohio law, in or on school grounds, per 100 students, in each of two consecutive school years; however, in schools with 300 or fewer students enrolled, the school will be designated “persistently dangerous” only if 6 or more violent criminal offenses occur in each of two consecutive school years. Likewise, if a school has 1350 or more students enrolled, the school will be designated “persistently dangerous” if 27 or more violent criminal offenses occur in each of two consecutive school years.

A school is no longer designated “persistently dangerous” when the rate of violent criminal offenses is less than 2 per 100 students or when schools with enrollments of 300 or fewer students have fewer than 6 violent criminal offenses and schools with enrollments of 1350 or more students have fewer than 27 violent criminal offenses in a school year.

Federal law requires that all parents/guardians of students in this school be offered an opportunity to transfer their children to another eligible district school or charter school which has not been so designated. Such transfers would take effect on [date].

The following schools are available to accept transfers:

Other district schools may not appear on this list either (1) they also have been identified as “persistently dangerous” or (2) the Superintendent has determined that all transfer requests can be accomplished among the above schools.

Information about each available school is enclosed, including information on academic achievement.

If you decide to transfer your child, please submit your top [number] choices of schools on the enclosed form by [date] to the [district office or the principal at your child’s school]. It cannot be guaranteed that your first choice will be available, but your preferences will be considered.

If you choose to transfer your child, you will be expected to provide or arrange for transportation to and from the child’s school. As funds and space permit, transportation may be provided upon request, with priority given to students with the greatest financial need.

PREGNANT STUDENTS

The Board affirms the right of a pregnant student to continue her participation in the educational program.

As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a member of the student personnel staff or the principal to plan her educational program.

With the staff member involved, the student may elect any of the following educational plans or suggest alternatives.

1. She may remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health or that of the baby.
2. When information has been obtained from the student's physician indicating that the student is unable to attend school, home-bound instruction is available at school expense until her physician states that she is physically able to return to school.
3. With Board approval, she may temporarily withdraw from school and enroll in an approved educational program in which she can continue her education.

Efforts are made to ensure that the educational program of the student is disrupted as little as possible and that she receives health and counseling services, as well as instruction. Students under the age of 18 are still subject to compulsory education requirements. Students 18 or older are encouraged to return to school after delivery and complete requirements for graduation.

[Adoption date: August 14, 2000]

(Revision date: July 10, 2014)

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

CROSS REF.: JB, Equal Educational Opportunities
JEA, Compulsory Attendance Ages

INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of the 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 of inspection of students' school lockers, automobiles or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted school boards. All searches are conducted when such search is reasonably likely to produce anticipated tangible results to preserve discipline and good order and the safety of persons and their property. The Board permits building administrators to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators 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.

[Adoption date: August 14, 2000]

(Revision date: January 12, 2017)

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

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

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

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

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable cause 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 conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

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

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

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
5. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases where

school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Unattended Bags by School Personnel

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

Searches of Student Property by Law Enforcement Officials

A law enforcement agency 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 Law Enforcement Officials

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

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

7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters which are properly in the realm of the police department.

[Approval date: August 14, 2000]

(Revision date: January 12, 2017)

STUDENT DISCIPLINE

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

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

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

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps 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 handbooks may result in the student's being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

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

[Adoption date: August 14, 2000]
(Revision date: April 20, 2017)

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662; 3313.668

Clear Fork Valley Local School District, Bellville, Ohio

3319.41
OAC 3301-32-09
3301-37-10

CROSS REFS.: ECAB, Vandalism
IGD, Cocurricular and Extracurricular Activities
JFC, Student Conduct (Zero Tolerance)
JGA, Corporal Punishment
JGD, Student Suspension
JGDA, Emergency Removal of Student
JGE, Student Expulsion
Student Handbooks

STUDENT DISCIPLINE

The Board recognizes that effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education.

1. The Board delegates to school officials the authority to enforce District policies and regulations and school rules governing student conduct.
2. The teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher will be recognized as the person in authority at all times in the classroom, halls, buildings and on school grounds.
3. Each case of unsatisfactory behavior by a student will be handled individually. The classroom teacher may take the steps he/she feels are justified in each case. If the student does not respond to these measures, the teacher will then refer the student to the principal.
4. Whenever a discipline problem appears to extend beyond the classroom, the teacher will discuss the problem with the principal. The teacher or teachers and the principal will work together in attempting to control or correct the situation.
5. A student's failure to comply with requirements for student conduct outlined in the student handbooks may result in the student being placed under discipline. Placing a student under discipline will be defined as social probation and the student may lose all rights to participate in school 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 or other disciplinary measures may result.
6. In certain complicated disciplinary situations, it may be necessary to punish all boys, all girls or all students in a particular school. If several methods of discipline have been used in an effort to solve a problem and it appears necessary in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. However, any punishment technique involving an entire class or large groups and possibly the punishment of children who may be innocent, will be used as a last resort.

Whenever a student physically assaults a teacher, the student will be immediately withdraw from that teacher's class by the principal until an investigation can be completed. Investigation of the case will be made by the principal and a parent conference will be held as soon as possible. The teacher or principal will file charges wherever appropriate in juvenile court. The student involved in the assault will be placed on suspension or "home referral" until a hearing can be held in juvenile court and a disposition made of the case.

(Approval date: August 14, 2000)

CORPORAL PUNISHMENT

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 are 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: August 14, 2000]
(Revision date: June 29, 2010)

LEGAL REFS.: ORC 2903.11
3313.20
3319.41

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

STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

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

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 principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be

made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

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

[Adoption date: August 14, 2000]

(Revision date: May 14, 2009)

(Revision date: April 20, 2017)

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: IGCI, Community Service

JEGA, Permanent Exclusion

JFC, Student Conduct

JFCEA, Gangs

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JFCJ, Dangerous Weapons in the Schools

JG, Student Discipline

JGE, Student Expulsion

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal or assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.

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 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: August 14, 2000]

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

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

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be ~~less~~ **fewer** than three days nor later 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 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 Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

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

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal

proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

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

Any student who is expelled from school for more than 20 days or into the following semester or school year, is referred to an agency 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.

[Adoption date: August 14, 2000]

(Revision date: May 14, 2009)

(Revision date: April 20, 2017)

LEGAL REFS.: ORC Chapter 2506
3313.66; 3313.661; 3313.662; 3313.668

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

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 linages. 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 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: August 14, 2000]
(Revision date: July 18, 2003)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.
42 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 3301-35-03(D)

CROSS REFS.: EBDA, Suicide Intervention
IGBA, Programs for Disabled Students
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 on 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 of 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.
1. Students must have physical examinations prior to their participation in interscholastic athletic programs.

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

[Adoption date: August 14, 2000]

(Revision date: July 18, 2003)

LEGAL REFS.: ORC 3313.50; 3313.671; 3313.673; 3313.68; 3313.73

CROSS REF.: JHCB, Inoculations of Students

IMMUNIZATIONS

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law.

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

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

[Adoption date: August 14, 2000]
(Revision date: October 21, 2010)
(Revision date: April 21, 2011)
(Revision date: August 11, 2016)
(Revision date: January 12, 2017)

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

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

NOTE: Beginning with the 2016-2017 school year, students must receive the meningococcal vaccine in accordance with the Ohio Department of Health schedule. The Ohio Department of Health website provides a chart summarizing the school enrollment immunization requirements for each fall.

Each year, by October 15, school districts are required to submit a written summary, by school, to the director of health of the immunization records of all initial entry students in the district, on forms prescribed by the director.

Ohio Revised Code 3313.671 outlines the reasons for which parents can file objections for immunizations.

- A student whose parent provides a written statement in which they decline to have the student immunized for reasons of conscience, including religious convictions, is not required to be immunized.
- A student whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.
- Students also may be exempt specifically from rubeola, mumps or chicken pox vaccinations if a signed statement is provided that the student has had these illnesses naturally.

COMMUNICABLE DISEASES

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient District operation.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools.

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 a school nurse, the student may be excluded from school. Re-admission is dependent upon a decision of a physician, school nurse or public health nurse.

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

[Adoption date: August 14, 2000]
(Revision date: April 21, 2011)

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

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

HIV/AIDS
(Human Immunodeficiency Virus/
Acquired Immune Deficiency Syndrome)

General Principles

The Board recognizes that the human immunodeficiency virus (HIV) and the condition of acquired immune deficiency syndrome (AIDS), which is caused by the HIV infection, are significant medical, legal, educational and social issues. The Board desires to protect the rights of all students and employees and does not discriminate against students and employees who are HIV-infected. The Board works cooperatively with State and local health organizations in assessing the needs of HIV-infected students or staff and keeping updated on current educational information to be included in the District's educational plan.

Current medical information available indicates that HIV cannot be transmitted from one individual to another by casual contact, i.e., the type of contact that occurs in the school setting, such as shaking hands, sharing an office or a classroom, coughing, sneezing or the use of drinking fountains. Students who are infected with HIV are entitled to all rights, privileges and services accorded to other students. Decisions about any changes in the educational program of an HIV-infected student shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice.

There shall be no discrimination against employees who are HIV-infected. The District provides equal opportunities for employment, retention and advancement for all staff members. Employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other employees with long-term diseases or disabling conditions, utilizing the information/rights in any negotiated agreements or Board policies as appropriate. A change in employment status or location due to HIV complications are made on a case-by-case basis.

Evaluating Students and Staff Who Are Infected with HIV

The Superintendent is the designee regarding all HIV incidences. When an individual is found to be infected with HIV, the Superintendent shall determine whether the person has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. This is a medical question and the Superintendent shall answer it by consulting with the infected person's physician, a qualified public health official who is responsible for such determination and the infected person and a student's parent(s). This group shall also discuss ways that the District may help anticipate and meet the needs of the student or staff member infected with HIV.

If there is no secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall not alter the education program or job assignment of the infected person. The Superintendent shall periodically review the case with the infected person (and the parent(s) of the student) with the medical advisors described above.

If there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall consult with the physician, public health official and the infected person (and the parent(s) of the student). If necessary, they will develop an individually tailored plan for the student or staff member. Additional persons may be consulted, if this is essential for gaining additional information, with the consent of the infected staff member or the student's parent(s). The Superintendent should consult with the school attorney to make sure that any official action is consistent with Ohio and federal laws. When the Superintendent makes a decision about the case, there shall be a fair and confidential process for appealing the decision.

If an individually tailored plan is necessary, it shall have a minimal impact on either education or employment. It must be medically, legally, educationally and ethically sound. The Superintendent periodically reviews individual cases and oversees implementation of the plan in accordance with local, Ohio and federal laws.

Confidentiality

Information regarding a student or staff member infected with HIV is classified, by law, as confidential. Those individuals who have access to the proceedings, discussions or documents must treat such information as confidential. Only with the written consent of the staff member or the student's parent(s) shall other school personnel, individuals and agencies be informed of the situation/condition. All information pertaining to the case shall be kept by the Superintendent in a locked file; access to this file is granted only to those people who have the written consent of the infected staff member or the infected student's parent(s).

HIV Advisory Committee

The President of the Board appoints an HIV Advisory Committee. The Committee consists of one member of the Board, the Superintendent, one principal, one teacher and possibly the District's legal counsel and possibly a doctor who specializes in communicable diseases. Other persons who may be considered as members include a guidance counselor, a student and an official of the County Department of Health. The function of the HIV Advisory Committee is:

1. to keep informed regarding the latest medical developments and information regarding HIV;
2. to advise the Board regarding policies and regulations and any changes which the Committee recommends in such policies to the Board;
3. to advise the Board regarding the HIV education program;
4. to develop guidelines for Board consideration on hygienic practices in schools and

5. to assist any student, parent or employee who is seeking information about HIV.

HIV Education Program

The Board directs the administration, with the advice of the HIV Advisory Committee, to develop a program for educating persons regarding HIV. The program should provide a plan for making information about HIV available to students as a part of the health curriculum. HIV education should be developmentally appropriate to the grade level.

The Board directs the administration to develop an educational plan to inform employees about HIV-related issues and safety. In developing such programs, it is expected that information from sources such as the National Centers for Disease Control, the Ohio Department of Health and the Ohio Department of Education are utilized.

The educational program should ensure that, at a minimum, students and staff are informed in a consistent manner about:

1. the nature of HIV infection, including how it is and is not transmitted according to current scientific evidence;
2. District guidelines related to students and employees with diseases such as HIV infection;
3. resources within the District and the surrounding community for obtaining additional information or assistance and
4. procedures to prevent the spread of all communicable diseases at school.

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 3313.67; 3313.68; 3313.71
3319.321
3701.13; 3701.14
3707.06; 3707.08; 3707.20; 3707.21; 3707.26
3709.20; 3709.21
OAC 3301-35-02

CROSS REFS.: AC, Nondiscrimination/Harassment
ACB, Nondiscrimination on the Basis of Disability
EBBC, Bloodborne Pathogens
GBA, Equal Opportunity Employment
GBE, Staff Health and Safety
GBL, Personnel Records
JB, Equal Educational Opportunities
Staff and Student Handbooks

HEAD LICE

Pediculosis, head lice, is classified as a nuisance condition and is not known to transmit infectious disease person to person. The primary goal of identification and notification of lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Current research on head lice does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice. In fact, The American Academy of Pediatrics, The Centers for Disease Control and The National Association of School Nurses advise that schools abolish so-called “no nit” policies.

SCHOOL BASED HEAD LICE CONTROL PRACTICE

The following guidelines will be adopted for school attendance after a student has been identified with head lice.

1. Any student found to have nits will remain in the classroom and go home at the end of the school day. The parent or guardian will be notified by telephone and/or letter of the need for treatment before returning to school. Written instructions regarding the safe and effective lice control measures will be given to the parent/guardian or sent home with the child.
2. The parent/guardian will be notified to pick up a child found to have live lice. At the discretion of the school nurse, building secretary or building principal; a child may remain in class with live lice. Written instructions regarding the safe and effective lice control measures will be given to the parent/guardian or sent home with the child.
3. Treatment is expected the day of discovery of nits/lice. Treatment and nit removal can be accomplished overnight with the expectation the student will return to school the following day. A parent/guardian is expected to accompany the student to school the following morning. The school nurse or trained staff will examine the child’s head and determine if treatment has been done to stop the active infestation. If it is identified there is NO active infestation and there IS progress in nit removal – the child may remain in school. If there is presence of live lice and NO progress in nit removal, the child will go home for further treatment and lice/nit removal.
4. If the child has missed more than 2 days in a row because of head lice issues and the parent/guardian is not complying with treatment recommendations; the following measures will be put into place;
 - a. Review of attendance policies and truancy guidelines.
 - b. Conference with the school nurse and building principal to develop a plan for treatment and return to school.

c. Referral to an outside agency for assistance.

[Adoption date: August 14, 2000]

(Revision date: August 16, 2012)

(Revision date: April 4, 2013)

CROSS REF.: JHCC, Communicable Disease

ADMINISTERING MEDICINES TO STUDENTS

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

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

Inhalers for Asthma

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

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

Epinephrine Autoinjectors

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

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

[Adoption date: August 14, 2000]

(Revision date: November 26, 2001)

(Revision date: June 28, 2007)

(Revision date: November 15, 2012)

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

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

ADMINISTERING MEDICINES TO STUDENTS
(Use of Epinephrine Autoinjectors)

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

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

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

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

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

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

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

[Adoption date: June 28, 2007]

ADMINISTERING MEDICINES TO STUDENTS
(GENERAL REGULATIONS)

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

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

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the students, that the drug be administered to the students.
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 parents(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.

[Adoption date: November 15, 2012]

ADMINISTERING MEDICINES TO STUDENTS
(Use of Asthma Inhalers)

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

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

1. the student's name and address
2. the name of the medication contained in the inhaler
3. the date the administration of the medication is to begin
4. the date, if known, that the administration of the medication is to cease
5. written instructions 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 appropriate authority. 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.

[Adoption date: November 15, 2012]

MEDICATION ADMINISTRATION OF NARCOTICS

In compliance with policy JHCD: Administering Medicines to Students, the Board of Education urges parents to schedule a student's medication outside of school hours. It also allows for effective use of medication in the treatment of disabilities or illness that do not hinder the health or welfare of self and others.

In part due to “effective use of medication that do not hinder the health or welfare of self and others”, the school will not take the responsibility of administering narcotics and opioid analgesics.

Narcotic and opioid analgesics are strong and potentially addictive forms of medications that have potential risks, such as:

- Impairment of mental function-patients taking a narcotic should avoid driving a car or operating heavy machinery
- Drowsiness, less alert or unable to function well physically
- Physical dependence
- Respiratory depression

The following is a list of the most common narcotic and opioid analgesics by chemical and brand names as a reference:

Chemical Name	Brand Name
Acetaminophen/Codeine #2	Tylenol with Codeine
Propoxyphene HCL 65 MG	Darvon
Acetaminophen/Codeine #3	Tylenol with Codeine
Hydrocodone 5mg/Actaminophen 500 mg	Vicodin
Aspirin/Codeine	Empirin
Propoxyphene Napsylate/Acetaminophen 500 mg	Darvocte N-100
Acetaminophen/Codeine #4	Tylenol with Codeine
Aspirin/Codeine #4	Empirin
Oxycodone/Acetaminophen tab	Percocet
Acetaminophen/ASA/Codeine	Darvon Compound
Hydrocodone 7.5 mg/Actaminophen 500 mg	Lortab – 7
Hydrocodone 7.5 mg/Actaminophen 750 mg	Vicodin ES
Oxycodone/Acetaminophen Cap	Tylox
Hydrocodone 2.5 mg/Actaminophen 500 mg	Lortab
Morphine Sulfate	MSIR
Hydromorphone 2 mg, 4mg, 8 mg	Dilaudid
Hydromorphone 3 mg suppository	Dilaudid

Morphine Sustained Release 15 mg, 30 mg, 60 mg,
100 mg, 200 mg
Butalbital/Aspirin/Caffeine/Codeine #3
Oxycodone 10 mg, 20 mg, 40 mg, 80 mg
Opium/Belladonna/Suppository 15-A
Hydrocodone 7.5/Ibuprofen 200 mg

MS Contin
Florinal with Codeine
Oxycontin
B&O Suppettes
Vicoprofen

Non Opiates with mental impairment potential (muscle relaxants)

Cyclobenzaprine
Carisoprodol

Flexeril
Soma

[Adoption date: November 15, 2012]

MEDICATION ADMINISTRATION OF NONPRESCRIPTION MEDICATIONS

In compliance with policy JCHD: Administering Medicines to Students, the Board of Education urges parents to schedule a student's medication outside of school hours. Parent recommended, over-the-counter short-term medications such as pain relievers, anti-inflammatory medications, and antihistamines may give symptomatic relief to students, thereby enabling learning and reducing classroom disruptions. These medications may be administered without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent or guardian on the Medication Administration Authorization Form specifying the medication, the amount of medication to be given, the time and frequency in which it may be taken, and the reason for its administration.
2. The medication shall be in its original container with its original label.
3. The medication shall be stored and secured in the office/clinic. Medication must be picked up at the end of the school year or it will be disposed of.
4. New forms must be submitted each school year and with each new medication. New forms must be submitted when any changes occur in the original medication dose or time.
5. The person designated to administer the medications shall maintain documentation on the medication log.
6. No employee who is authorized by the Board to administer medication is liable for the benefits or consequences of the medication when it is parent-prescribed.

[Adoption date: November 15, 2012]

**MEDICATION ADMINISTRATION AUTHORIZATION FOR SCHOOL PERSONNEL
Licensed Prescriber Section**

It is necessary that _____ have medication during school hours. He/she is in ____ grade at the _____ building. He/she must take:

Medication	Dosage	Time	Date to Begin	Date to End
_____	_____	_____	_____	_____

Possible reactions to be reported to physician:

Special instructions to be followed in the administration of this drug, e.g. sterile conditions, special storage, etc.

Physician's Name (typed)	Physician's Signature
Address	Phone
City, State, Zip	Date

Parent Permission

I the parent/guardian of _____ give permission for the medication ordered by the above physician to be given at school.

1. Parent must deliver the medication to school in the original prescription container properly labeled by physician or pharmacist.
2. Parent must notify the school if I change physicians.
3. Parent must notify school if the medication or dosage is changed or eliminated.

Parent/Guardian Signature	Phone	Date
Address		

Administrative Approval

Principal Signature	Nurse Signature
Person(s) authorized to administer medication:	
Principal _____	Nurse _____
Secretary _____	Aide _____
Substitute _____	

MEDICATION ADMINISTRATION AT SCHOOL

Dear Parents;

We receive many requests to administer medication at school. To assure that all students take their medication safely, in the appropriate dosages and at the appropriate time, please review the following steps required before school personnel administer medication (non-prescription or prescription):

1. If at all possible, all medication should be given at home.
2. The medication administration authorization for school personnel form must be completed by both the physician/licensed prescriber and the parent/guardian.
3. All medication must be brought to the school office by the parent/guardian. Medication that is not picked up at the end of the school year (or the end of the period of medication) will be disposed.
4. Medication must be kept in the student's labeled prescription bottle. The prescription label must match instructions from the prescriber. If it is a non-prescription medication, it must be in an original container.
5. New forms must be submitted each school year and for each new medication. New forms must be submitted when any changes in the original medication, dose, or time occurs.

Item #1 above is very important. When possible, please attempt to give your child medication outside of school operating hours. Physicians can approve appropriate dosages of the medication so that it is possible to administer three (3) doses to the child that would occur before school, immediately after school and before bedtime.

Please contact the school nurse if you have any questions.

We appreciate your help with this process.

Thank you.

Clear Fork Valley Local Schools

[Adoption date: November 15, 2012]

ASTHMA INHALER - SELF MEDICATION AUTHORIZATION FORM

Student Name _____ Date _____

Address _____

Medication Name _____

Dosage _____

Date the administration is to begin _____

Date the administration is to cease _____

Adverse reactions that should be reported to the physician _____

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

Other special instructions _____

Physician and parent/ guardian names, signatures and emergency phone numbers:

Physician Name (printed) _____ Phone _____

Physician Signature _____ Date _____

Parent/ guardian name (printed) _____

Home Phone _____

Work Phone

Cell Phone _____

Parent/ guardian signature _____ Date _____

[Adoption date: November 15, 2012]

Clear Fork Valley Local School District, Bellville, Ohio

WELLNESS POLICY

The Clear Fork Valley Local School District Board of Education is committed to providing a school environment that enhances learning and development of lifelong health and wellness practices.

The Board has a responsibility through the food service program to encourage students to form healthful eating habits and enforces the standards governing the types of food sold in the schools and the time and place at which type of food is sold. Reimbursable School Meals comply with federal, state and local requirements and are accessible to all children. (see food sale standards policy)

Students receive nutrition education that is interactive and teaches the skills needed to adopt healthy eating behaviors.

1. Nutrition education is offered in the school cafeteria and classrooms.
2. Curriculum standards include nutrition education and physical education.

Students have opportunities, support, and encouragement to be physically active on a regular basis.

1. Elementary school students have recess each day.
2. Students have opportunity to be physically active at school in ways other than PE class.
3. Physical Education is part of the school curriculum as required by state and national standards and is taught by credentialed teachers.
4. Each school provides a physical and social environment that encourages safe and enjoyable activity for all students.
5. School physical activity facilities are available to students and community members to use outside of the school day.

The school environment provides a consistent wellness message and is conducive to healthy eating and physical activity.

1. Students are given adequate time to eat meals at school.
2. Lunch periods are scheduled as close to the middle of the day as possible.
3. Cafeterias provide adequate service to minimize the amount of time that students spend standing in line.
4. Cafeterias have adequate seating for all students.
5. Drinking water is available to all students during meal periods.

The food service director (or other designee assigned by the Superintendent) will review the wellness policy no less than annually.

[Adoption date: June 29, 2006]

STUDENT SAFETY

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

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

Instruction in courses in industrial arts, science, family and consumer science, 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 the courses listed above and instructors teach and enforce all safety rules established for the particular courses. These include the wearing of personal protective devices in appropriate activities.

7. Staff members instructing students not to accept gifts or automobile rides from strangers. Students are also instructed to tell the staff members, parents, law enforcement officials or school safety patrols of any suspicious strangers in or around school property;
8. The Board providing instruction in personal safety and assault prevention in grades kindergarten through six. Upon the written request of a parent, a student shall be excused from the instruction and
9. providing age-appropriate instruction in dating violence prevention in grades 7-12.

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

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;

2. shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

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

[Adoption date: August 14, 2000]
(Revision date: October 21, 2010)

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.96
3705.05
3737.73
OAC 3301-35-06

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

STUDENT SAFETY

Laboratory Procedures

The following procedures have been developed for lab classes to ensure the student's safety. Also, a procedure for removing outdated chemicals has been devised.

1. Inservice

At the beginning of the course, students will be inserviced on the proper use of safety equipment and when the following should be used:

- A. eyewash
- B. safety blanket
- C. fire extinguisher (type and what type of fires it can be used on)
- D. proper fire exits and the proper steps if lab is being performed

2. Safety Reminders for Students

- A. Students should wear safety glasses and apron at all times in the lab.
- B. students must have permission to enter the stockroom.
- C. No horseplay will be allowed.
- D. Students must know where the safety equipment is located.
- E. All accidents must be reported to the teacher. The teacher will fill out an accident report in the office.
- F. Students must not handle chemicals unless in a laboratory situation.
- G. Motto "Handle all chemicals with extreme care."

3. Classroom Procedures

- A. Before students have a lab, they must read the label in the manual and rewrite the lab. The teacher will inform the student of difficult procedures and dangers.
- B. All experiments correspond to the textbook.

4. Laboratory Procedures

- A. The ventilation system is turned on.
- B. Safety goggles, lab aprons and rubber gloves (if needed) are worn during the lab experiment.

5. Disposal of Outdated Chemicals

There are two types of chemicals that need to be disposed of, inorganic and organic.

- A. Inorganic chemicals
 - 1) Water soluble can be flushed down the drain.
 - 2) Water insoluble chemicals can be burned or thrown away, i.e., metals or solids.

 - B. Organic chemicals
 - 1) Water soluble chemicals can be flushed down the drain.
 - 2) Water insoluble chemicals must be disposed of carefully, either surface blown or buried.

 - C. Different chemicals
 - 1) Refer to the chemical handbook and follow the directions.
6. Chemicals are to be inventoried annually. The list of chemicals that are to be disposed of should be turned into the principals' office by June 1.
- A. The Bellville Fire Department will be notified and asked to oversee the removal of the chemicals.

 - B. After the fire department has inspected the chemicals and if it is determined that there could be potential danger in the removal procedure, the Superintendent, building principal and building supervisor should be contacted immediately.

[Approval date: August 14, 2000]

STUDENT AUTOMOBILE USE

The Board recognizes that there are situations in which it may be more convenient for students to drive automobiles to school. However, driving an automobile to school is a privilege with attendant responsibilities.

1. In order for a student to regularly or occasionally drive a motor vehicle to school, first he/she must request a parking permit.
2. The school principal has the authority to accept or reject the request or to revoke the student parking permit at any time. In addition, students who drive to school and who are excessively tardy may have their parking privileges revoked.
3. All motor vehicles must be parked in the area assigned and cannot be moved until the end of the school day without permission of the principal.
4. The administration reserves the right to search vehicles parked on school property for illegal substances or if there is some reasonable cause to warrant such a search.
5. There is no loitering in the designated parking areas and students are not to visit their cars during the school day.
6. Vehicles are not to be left on school property overnight and may be subject to having the vehicle towed at the owner's expense.
7. Speeding or reckless operation of a motor vehicle on school property or in school zones or violation of this policy and procedures may result in revoking this privilege.
8. If a student refuses to cooperate they may be subject to school discipline.

[Adoption date: August 14, 2000]

REPORTING CHILD ABUSE

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

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

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention for all nurses, teachers, counselors, school psychologists and administrators. This program is developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Each person employed by the Board to work as a nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in the prevention of child abuse, violence and substance abuse, school safety and the promotion of positive youth development within two years of commencing employment with the district, and every five years thereafter.

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

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

[Adoption date: August 14, 2000]

(Revision date: March 28, 2005)

(Revision date: May 14, 2009)

(Revision date: August 12, 2010)

LEGAL REFS.: ORC 2151.001; 2151.421
3313.662; 3313.666
3319.073

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

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: August 14, 2000]

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

CROSS REF.: GBQ, Criminal Record Check

EMPLOYMENT OF STUDENTS

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

If 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 may be provided through work-experience programs and other employers in accordance with the following provisions for obtaining Age and Schooling Certificates.

Age and Schooling Certificates (Work Permits)

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

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

In-school Employment

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

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

[Adoption date: August 14, 2000]
(Revision date: June 29, 2010)
(Revision date: December 2, 2012)

LEGAL REFS.: 48 USC 1324a et seq.
ORC 3313.56; 3313.93
3321.08-3321.11
3331.01 3331.02; 3331.04; 3331.06-3331.09
Chapter 4109
4111.02

CROSS REFS.: IGADA, Work-Experience Opportunities
JECE, Student Withdrawal from School (Loss of Driving Privileges)
JEG, Exclusions and Exemptions from School Attendance

STUDENT GIFTS AND SOLICITATIONS

There are differences in the economic status of families represented by the students in the District and the Board wishes to avoid any embarrassment to students or hardship on families which lack financial resources. The Board does not wish to burden the community with numerous, repeated solicitations by the students.

1. The routine giving of gifts to teachers by students or to students by teachers will be discouraged. If a gift is given, it should be appropriate and not excessive. If the gift is deemed to be excessive or inappropriate, it should be returned by the teacher. Cash gifts are not to be given teachers or staff.
2. Charity or general solicitations from students will be permitted only after written approval has been given by the Superintendent. The Superintendent will annually approve all solicitations that will be permitted in the schools.
3. There will be no solicitation of money from local industry, businesses, District residents, parents or anyone by any school organization without the approval of the Superintendent. This includes advertisement space in programs for the drama department, athletic department, music department or any other special group. All solicitations and fund-raising activities by student groups must be in compliance with the District's policy on student fund-raising activities.
4. When the graduating class wishes to present a gift to the school, it will be encouraged to donate the balance of the class fund to a school service project.
5. The Board will not permit outside agencies to solicit the community in behalf of the Clear Fork Schools for a project that will benefit the District unless given specific permission from the Superintendent.
6. The District will not participate in fund raising efforts by outside organizations and businesses that are not in the best interest of the Clear Fork Local School District.

[Adoption date: August 14, 2000]
(Revision date: November 26, 2001)

LEGAL REF.: ORC 3313.20

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

STAFF-STUDENT RELATIONS

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

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

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

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

1. Staff members shall not make derogatory comments to students regarding the school, its staff, and /or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

10. Staff members shall, pursuant to law and Board Policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationship but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Networking Web Sites

1. District staff who have a presence on social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing personal social networking web site passwords to students.
3. Fraternization between District staff and students via the Internet, personal e-mail accounts, personal social networking web sites and other modes of virtual technology is also prohibited.
4. Access of personal social networking web sites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Staff and Student Code of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, cocurricular or extracurricular purposes .

[Adoption date: March 28, 2005]

(Revision date: June 29, 2010)

(Revision date: April 21, 2011)

LEGAL REF.:

ORC 3313.20

CROSS REFS.:

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

CONTRACT REFS.:

Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

STUDENT FEES, FINES AND CHARGES

Materials Fees

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

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

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

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

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

Unpaid Meal Charges

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

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines. Grades, credits, transcripts and diplomas are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be

permitted unless payment had been received. Students may be prohibited from participating in commencement exercises unless payment has been received.

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

[Adoption date: August 14, 2000]
(Revision date: September 23, 2002)
(Revision date: December 18, 2006)
(Revision date: June 29, 2010)
(Revision date: December 12, 2012)
(Revision date: July 10, 2014)
(Revision date: August 10, 2017)

LEGAL REFS.: National School Lunch Act of 1946, 42 USC 1751
Child Nutrition Act of 1966, 42 USC 1771
ORC 3313.642
3329.06

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

APPLICATION FOR WAIVER OF STUDENT INSTRUCTIONAL MATERIALS FEES

Under Ohio Law in school districts which receive Disadvantaged Pupil Impact Aid (DPIA) funds, students who receive Aid to Dependent Children or Disability Assistance are eligible for a waiver of instructional fees. This does not apply to any fees that may be charged for extracurricular activities, fines, school pictures, parking fees or lunch charges. Please complete this application if your child is eligible for a waiver of fees.

Student Name Parent or Legal Guardian Name

Address City State Zip Code

School Attending Grade

Please attach documentation that shows that your child is currently receiving ADC/DA.
You may need to contact your case worker for this information.
Applications WILL NOT be approved without this documentation.

RETURN THIS APPLICATION TO YOUR CHILD'S SCHOOL

My signature certifies that the above information is true and correct and that I understand that school officials may verify the information on the application.

Signature (Parent or Legal Guardian) Date

For Office Use Only

Application Approved, Waiver Granted
Application Rejected, Waiver Not Granted

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 Ohio law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

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

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

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

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

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

The following rights exist:

1. the right to inspect and review the student's education records;

2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s) or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant federal law, specifically the Family Educational Rights and Privacy Act (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. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

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

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in 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 education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

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

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

[Adoption date: August 14, 2000]

(Revision date: January 12, 2017)

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

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

STUDENT RECORDS

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

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

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

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

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

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

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

1. a personal record kept by a school staff member that meets the following tests:
 - A. aid it is in the sole possession of the individual who made it;
 - B. use only as a personal memory 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.
4. peer-graded papers before they are collected and recorded by a teacher.

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

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under Ohio 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 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
Cumulative School Records	Principals' Offices	Principals
Cumulative School Records (Former Students)	Principals' Office	Principals
Health Records	Principals' Offices	Principals
Speech Therapy Records Psychological Records	Principals' Offices	Principals
School Transportation Records	School Bus Garage	Director of Pupil Transportation
Special Test Records	Principals' Offices	Principals
Occasional Records (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 below information regarding fees for copies of records.)

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

FEES FOR COPIES OF RECORDS

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

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

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

The fee for copies provided under federal law may not include the costs for search and retrieval. This fee is per page (actual copying cost less hardship factor).

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience is per page (actual search, retrieval copying cost and postage, if any).

DIRECTORY INFORMATION

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

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

Within the first three weeks of each school year, the District publishes the above list or a revised list, of the items of directory information 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 a person:

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

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

1. an administrative task required in the school employee's position description approved by the Board;
2. a supervisory or instructional task directly related to the student's education or

3. a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

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

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

1. when students seek or intend to enroll in another school district or a postsecondary school. The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);
2. when certain Federal and State officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid for which a student has applied or received, need the information to:
 - A. establish the student's eligibility for the aid;
 - B. determine the amount of financial aid;
 - C. establish the conditions for the receipt of the financial aid or
 - D. enforce the agreement between the provider and the receiver of financial aid;
4. if a State law adopted before November 19, 1974 required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;

6. when accrediting organizations need those records to carry out their accrediting functions;
7. when parents of eligible students claim the student as a dependent;
8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision, except when a parent is party to a court proceeding involving child abuse or neglect or dependency, and the order is issued in the context of that proceeding;
9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;
10. the disclosure is in connection with a health and safety emergency;
11. the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable federal guidelines and
12. to an agency caseworker or other representative of a state or local child welfare agency when the agency caseworker or other representative of a state or local child welfare agency when the agency is legally responsible for the care and protection of the child. Information obtained will not be disclosed by the agency to any other agency or individual, unless they are engaged in addressing the education needs of the child and authorized by the agency to have access and the disclosure is consistent with the State laws applicable to protecting the confidentiality of the student's education records.

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

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

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

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

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

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

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

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

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

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

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

The record includes:

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

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

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

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

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

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

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

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

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

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

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

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

The request is dated and signed by the requester.

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

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

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

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

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

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

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

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

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

Fourth-level decision -- After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent, within a

week, notifies the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

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

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

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

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

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

[Approval date: August 14, 2000]
(Revision date: September 23, 2002)
(Revision date: January 12, 2017)

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. 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, anti-social, 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 or for receiving financial assistance under such program)

Annually, the Board must provide reasonable notice to parents that their child 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.

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

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

The collection, disclosure or use of 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 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 or 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.

Parents have the right to inspect the instrument used to collect student personal information before use.

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 above and
3. any non-emergency, invasive physical exam that is required as a condition of attendance administered by the school in advance of attendance and not necessary to protect the immediate health and safety of the student or other students. 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.”

[Adoption date: July 18, 2003]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

USA Patriot Act, Sec. 507, P.L. 107-56

Family Educational Rights and Privacy Act; 20 USC Sec. 1232g

ORC 149.41; 149.43

1347.01 et seq.

3317.031

3319.32; 3319.321; 3319.33

3321.12; 3321.13

3331.13

OAC 3301-35-02; 3301-35-03

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS
(Restraint and Seclusion)

Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a system-wide basis. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
 - B. uses pressure point, pain compliance or joint manipulation techniques or
 - C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment;
4. child endangerment, as defined by Ohio Revised Code Section (RC) 2919.22;
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
7. chemical restraint;
8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or

10. seclusion in a locked room or area.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

Training and Professional Development

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a system-wide basis.

Data and Reporting

Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the Ohio Department of Education (ODE), as requested by ODE.

Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

[Adoption date: September 18, 2013]

LEGAL REF.: ORC 2919.22
OAC 3301-35-15
3301-37-10

CROSS REFS.: IGBA, Programs for Students with Disabilities
JF, Student Rights and Responsibilities
JGA, Corporal Punishment
JH, Student Welfare
JHF, Student Safety