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STUDENT POLICIES GOALS

Through its policies which affect students, the Board seeks to advance the following goals:

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

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District will have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, gender, marital status, pregnancy, national origin, citizenship status, physical handicap, criminal record, political activity, religion, creed or opinion, 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 will be based on criteria reasonably related to that specific activity.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
Executive Order 11246, 1965, amended by Executive Order 11375
Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)
Individuals With Disabilities Education Act
Vocational Rehabilitation Act of 1973, § 504
ORC 3313.64
OAC 3301-35-02(a)(2)
42 USC 12112 et seq., Americans with Disabilities Act

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Handicap/Disability
GBA, Equal Opportunity Employment
IGBA, Programs for Handicapped Students

COMPULSORY ATTENDANCE AGES

Under law, children between the ages of six and 18 and disabled students between the ages of three through 21 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 the high school curriculum;
2. the person receives an age and schooling certificate or
3. the person is excused from school under standards adopted by the State Board of Education pursuant to Ohio law.

The parent, guardian or any other individual having charge 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

CROSS REFS.: IGBG, Home-Bound Instruction
IGCF, Home Education
JEG, Exclusions and Exemptions From School Attendance

ADMISSION OF STUDENTS
FROM NONCHARTERED OR HOME EDUCATION

Students wishing admission into the District's schools who have been enrolled in nonchartered schools or home-education programs may be required to take competency examinations for the purpose of determining the proper grade placement for these students.

The Superintendent shall be responsible for the selection or development of the examination; grade placement will be determined by the Superintendent after evaluating the examination results. The Superintendent shall, for the purposes of placement, consider transcripts, grades and other pertinent data from the school attended, if any, and the (competency) examination results. This responsibility may be delegated to the local superintendent by the ESC Superintendent.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Update: November 28, 2006]

LEGAL REF.: OAC 3301-34-06

CROSS REFS.: IGBG, Home-Bound Instruction
IGCF, Home Education

STUDENT WITHDRAWAL FROM SCHOOL
(Loss of Driving Privileges)

When the Superintendent of the District 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 juvenile judge of the county. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent. The ESC Superintendent may delegate this responsibility to local superintendents.

Notification to the registrar of motor vehicles and the county judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

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 with the juvenile court in whose jurisdiction he/she resides.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Update: November 27, 2006]

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. death in the family;
4. quarantine for contagious disease or
5. religious reasons.

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 Ohio 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 non-emergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

[Adoption date: May 26, 1998]

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

CROSS REF.: JHC, Student Health Services and Requirements

STUDENT ABSENCES AND EXCUSES

Students Habitually Absent – Loss Of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days in any term or semester, the following procedure applies.

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

Notification to the Registrar of Motor Vehicles and the county judge must comply with Ohio 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 Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

(Approval date: May 26, 1998)

STUDENT ATTENDANCE ACCOUNTING
(Missing And Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possibly 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. 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) or guardian(s). The District staff will provide as much assistance as is reasonable to parents and guardians with this responsibility.

Parent(s)/guardian(s) 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 parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice, which will be 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

CROSS REFS.: JHF, Student Safety

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

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

1. holding a full-time age and schooling certificate and being regularly employed;
2. receiving approved home-bound instruction or home education;
3. attending a private or parochial school or
4. having graduated from an approved high school.

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District if the student has been 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

CROSS REFS.: JEA, Compulsory Attendance Ages
JHCB, Inoculations of Students
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, he/she will determine whether the student's continued attendance in the District endangers the health and safety of other students or school employees or whether his/her attendance poses a danger of disruption to the District's graded course of study. If he/she 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 will be provided to the student and his/her parent, guardian or custodian.

The Board will act upon the Superintendent's recommendation within 14 days. Among the items the Board will consider will be 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 will:

1. forward 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 designate a representative to present the District's case for permanent exclusion to the State Superintendent and
3. forward a copy of the resolution to the student and his/her parent, guardian or custodian.

If the State Superintendent rejects the resolution, then the student shall be re-admitted to the District's schools.

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

Re-admission

If, in the opinion of the Superintendent, a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the District may, in some instances, seek the re-admission of the student.

On the recommendation of the Superintendent, the Board will consider a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution it will be forwarded to the State Superintendent, along with the reasons for the resolution and all relevant information.

Probationary Admission following Permanent Exclusion

Under state law, a student permanently excluded from school may request probationary admission for 90 days in any public school district.

If a student requests consideration of probationary admission into this District, the Superintendent may enter into discussions with the student and his/her parent, guardian, custodian or their designee 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, then the Superintendent will recommend the Board allow the student to attend classes within the District. The Board will act on the recommendation within 14 days.

If a student violates the terms of the re-admission plan, then 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

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, intimidation's 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.

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: May 26, 1998]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661

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

HAZING

Hazing is defined as any act of coercing another, including the victim, to do or initiate any act against any student or other organization which causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member or other employee of the District shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing.

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

Administrators, faculty members, 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 Ohio law.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 2307.44
2903.31

CROSS REFS: AC, Nondiscrimination/Harassment
JFCEA, Gangs

POLICY PROHIBITING HARASSMENT, INTIMIDATION OR BULLYING

The Board of Education does not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation and bullying will not be tolerated by students, staff or administration.

For purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Reporting Procedure

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation or bullying to a teacher, guidance counselor, coach, principal or other administrator. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to their building principal or supervisor.

Any staff member who receives a report of harassment, intimidation or bullying shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available in the office of each school building, the Board of Education's central administrative office, student handbook, and downloadable from the Board of Education's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building principal or supervisor for administrative response.

The building principal, supervisor, or designee shall notify the parents, guardians or legal custodians of any student involved in an incident of harassment, intimidation or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

Administrative Response

The building principal, supervisor, or designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The principal, supervisor, or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
2. The principal, supervisor, or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The principal, supervisor, or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The building principal, supervisor, or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

Preventative Measures

This policy shall appear in student handbooks and other publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding this policy shall also be incorporated into employee training manuals.

To the extent that state or federal funds are appropriated for these purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, guidance counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation or bullying that is prohibited by this policy.

If the building principal, supervisor, or designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

1. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release times different from those of the student-victim.
2. The offending student and his/her parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
3. In consultation with the student-victim and his/her parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under supervised activities.
4. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.

Summary of Reported Incidents

District administrator(s) shall provide the Board President with a written summary of all reported incidents of harassment, intimidation or bullying semiannually. To the extent permitted by State and Federal privacy/confidentiality laws, a summary of reported incidents shall be posted on the web site of the Board of Education concurrent with each report to the Board President.

No Liability For Good Faith Compliance

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the incident is reported promptly, in good faith, and in compliance with the procedures as specified in this policy.

Adoption Date: 12/18/07

LEGAL REFS.: Ohio Revised Code 3313.66
 Ohio Revised Code 3313.661
 Ohio Revised Code 3313.663
 Ohio Revised Code 3313.666
 Ohio Revised Code 3313.667
 Ohio Revised Code 3319.321
 Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232q

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; therefore, the Board prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the District .

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

CROSS REF.: Local District Student Handbooks

USE OF ELECTRONIC EQUIPMENT BY STUDENTS

Students will not possess a paging device or electronic communication equipment, such as a phone, while on school property or while attending a school-sponsored activity on or of school property. An exception to this prohibition includes students who are in school-related attendance but who are also in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization. A “paging device” is a telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

A person who discovers a student in possession of a paging device or any other electronic communication device, in violation of this policy, reports the violation to the principal, who orders a police officer or appropriate school employee to confiscate the device, which is forfeited to the District.

[Adoption date: May 26, 1998]

STUDENT HEALTH SERVICES AND REQUIREMENTS/PHYSICAL EXAMINATION OF STUDENTS

In compliance with law, the Board shall require that students of this District submit to health examinations to protect the school community from the spread of communicable disease and to insure that the learning potential of each child is not lessened by a remediable physical disability.

Each student attending school for the first time shall be examined for physical defect by the school physician or a personal physician at the option of the parent.

Each student transferring to the schools of this District shall present evidence of a physical examination conducted previously or shall submit to a physical examination conducted by a personal physician, whose report shall be given to the school nurse.

Each candidate for a place on a school interscholastic athletic squad or team shall be given a health examination by the school physician or designated team doctor or personal physician prior to the first practice session of each session.

Student shall be tested for tuberculosis as required by the Ohio Public Health Council.

A student who presents a statement signed by his/her parent or guardian that a medical examination interferes with the free exercise of religious beliefs shall be examined only to the extent necessary to determine whether he/she is ill or infected with a communicable disease or to determine fitness to participate in any health, safety or physical education course required by law.

The Board may employ staff or contract for personnel to screen all students in grades K-12 in order to evaluate their speech, language and hearing needs.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3313.50; 3313.67-3313.73
OAC 3301-35-03(D)

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, the District's legal counsel, the school physician and 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: May 26, 1998]

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

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 will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in compliance with the following:

1. The school nurse or an appropriate person appointed by the Superintendent will supervise 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.
2. Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
3. 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.
4. The parent, guardian or other person having care and charge of the student 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.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be 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."
6. No person employed by the Board will be 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.

It is the policy of the Board to provide catheterization to those handicapped youngsters for whom catheterization is identified as a related service on their individualized educational program. Catheterization is to be provided only on the basis of a current prescription by a licensed physician on file with the District and is to be provided only by appropriately trained staff as outlined in JHCD-R under the supervision of qualified medical personnel.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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File: JHCD

LEGAL REFS.: ORC 2305.23; 2305.231
3313.712; 3313.713
OAC 3301-35-03

CROSS REF.: EBBA, First Aid

GUIDELINES FOR DEVELOPMENT OF REGULATIONS
REGARDING DISPENSATION OF MEDICATION

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

2. The person designated by the Board will establish a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.
3. No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or wanton or reckless misconduct.
4. A person employed by the Board will not be required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.
5. Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

Clean Intermittent Catheterization

1. Requirements to perform procedure:

Students must have a combined written physician/parental request for the procedure. Appropriate permission and instructions for performing CIC is obtained by having both the physician and parents' section of Request for Health Care Services (Form 16) completed.

2. Personnel performing CIC:

This procedure may be performed by:

- A. a school nurse meeting the training qualifications outlined below;
- B. a child care attendant or aide meeting the training qualifications outlined below or
- C. the involved student under direct or indirect supervision of a qualified school nurse or a qualified child care attendant or aide:
 - 1) Direct supervision requires that the supervisor be present in the same building and be available for consultation and assistance to personnel performing the procedure.
 - 2) Indirect supervision permits that the supervisor can be contacted either in person or through electronic means for providing consultation, instruction or additional services to personnel performing catheterization

To meet training requirements, one must have current knowledge and skill levels as established by local health care trainers (registered nurse, a physician or staff member of a hospital or clinic which performs this service) in the use of equipment and performance of techniques as outlined in the Standardized Procedures below to provide physical health care services to individuals with exceptional needs.

3. Standardized Procedures for performing CIC

A. General guidelines

1) Purpose

- a) to empty the urinary bladder
- b) to lessen the frequency of urinary tract infections by decreasing residual urine (note: an overdistended bladder decreases the blood flow to the tissues which results in the inability of the bladder to resist bacterial infection) and
- c) to be done in accordance with the physician's order, depending on several factors:
 - (1) volume of fluid intake;
 - (2) activity of the student and
 - (3) type of bladder (spastic or flaccid).

2) Equipment

- a) catheter of proper size (#10, #12, #14 for example);
- b) soap and water;
- c) 4 x 4 gauze squares, cotton balls or towlettes;
- d) water-soluble lubricant for males (not vaseline);
- e) clean, dry storage container for catheter (e.g., disposable plastic bag);
- f) 2-cup measuring cup and
- g) mirror to help female self-cath student identify clitoris, urinary meatus, vaginal opening (optional).

B. Procedures (for qualified school nurse or qualified child care attendant)

- 1) Assemble equipment in appropriate private location.
- 2) Wash hands with soap and water.
- 3) On a clean surface, lay out catheter, soapy 4 x 4 gauze squares, cotton balls and towelette.

For Females:

- a) Have the student lie on her back, with knees flexed and separated.
- b) Place protective pad under student's buttocks.
- c) Hold labia apart and wash urethral area, wipe from front to back; rinse.
- d) Hold labia apart; hold catheter about one inch from the tip; gently direct it downward and into the urinary opening about 1 to 2 F(1,2) inches until the urine flows freely (do not use force).
- e) Allow urine to flow into measuring cup (if physician requests measurement of urine.)

For Males:

- a) Student may be seated.
 - b) Hold the end of the penis between the thumb and forefinger and cleanse the meatus using a circular motion; rinse.
 - c) Lubricate the tip of the catheter for two inches (water-soluble lubricant - no vaseline)
 - d) When catheter is inserted, hold the penis upright and at right angles to the student's body; grasp on sides of penis rather than pinching top and bottom.
 - e) Insert catheter until it meets resistance, about 1/2 the length of the catheter; use gentle but firm pressure until the muscle relaxes at the point of resistance (insert gently to avoid trauma to the urethra); instruct the student to take a deep breath to help relax the perineal muscles and overcome the resistance of the internal sphincter; continue insertion until urine flows (do not use force.).
 - f) Allow urine to flow into measuring cup (if physician requests measurement of urine)
- 4) When urine flow ceases, withdraw the catheter gently and slowly (additional amounts of urine can be drained when catheter is withdrawn slowly).
 - 5) Wash hands and catheter with soap and water; rinse well and store in a clean dry container.
 - 6) Report any change in urine color, appearance or odor to supervising school nurse.
 - 7) Be certain the student is clean and dry.
 - 8) Record procedure on log.

C. Procedure (for self-catheterization)

1) For females:

- a) Wash hands with soap and water, rinse well.
- b) On a clean surface, lay out catheter and soapy 4 x 4 gauze square, cotton balls or towelette.
- c) Sit on toilet with hips forward, but not so far forward as to be unbalanced. It may be easier to sit facing backwards on the toilet or to stand with one foot on toilet edge.
- d) Hold labia apart with second and fourth fingers of hand, wash urethral area wiping from front to back. Rinse well.
- e) Hold labia open; hold catheter about 1 inch from the tip, gently direct it downward and into the urinary opening about 1 to 2 F(1,2) inches until the urine flows freely.
- f) Allow urine to flow into the measuring cup (if your doctor wants you to keep a record).

- g) Be sure to completely empty the bladder; straining or changing position may help all the urine empty.
 - h) Slowly remove the catheter; hold both ends of the catheter to keep urine from spilling on clothes.
 - i) Wash hands and catheter with soap and water; rinse well and store in a clean dry container.
 - j) Report any changes in urine color, appearance or odor to supervising school nurse or child care attendant.
- 2) For Males:
- a) Wash hands with soap and water, rinse well.
 - b) On a clean surface, lay out catheter on soapy 4 x 4 gauze square, cotton balls or towlette.
 - c) Sit on toilet or in wheelchair or stand by the toilet.
 - d) Hold the end of the penis between the thumb and forefinger and cleanse the end using a circular motion; rinse well.
 - e) Lubricate the tip of the catheter for two inches (water-soluble lubricant - no vaseline)
 - f) When inserting catheter, hold the penis on both sides; do not hold too tightly because it will close the opening of the urethra.
 - g) Hold the penis erect and away from the body.
 - h) Insert catheter gently but firmly; when the catheter is about half way in, it will meet resistance (a tight muscle); continue to push gently until the muscle relaxes; never use force; try taking a deep breath to help the muscle relax.
 - i) Continue to insert the catheter until urine flows freely; not more than two more inches.
 - j) Allow urine to flow into the measuring cup (if your doctor wants you to keep a record).
 - k) Be sure to completely empty the bladder; straining or changing position may help all the urine to empty.
 - l) Slowly remove the catheter; hold both ends of the catheter to keep urine from spilling on your clothes.
 - m) Wash hands and catheter with soap and water; rinse well and store in a clean dry container.
 - n) Report any changes in urine color, appearance or odor to supervising school nurse or child care attendant.

NOTE: Parents are responsible for cleaning catheter (inside and out) with full-strength distilled white vinegar. This prevents crystals from forming inside the catheter.

4. Documentation of CIC Services

Daily documentation for CIC services is to be maintained. Health care service log (Form 17) should be completed by school personnel to document the services provided and to note reactions, comments or absences.

(Approval date: September 20, 1994)

(Re-approval date: May 26, 1998)

STUDENT SAFETY

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

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

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

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

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

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

SUPERVISION OF STUDENTS

The staff, because of their proximity to children, are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member. It is the purpose of this policy to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare regulations to ensure the maintenance of the following standards.

1. A staff member must maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
2. A staff member should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
3. A staff member must provide proper instruction in the safety matters presented in assigned curriculum guides.
4. A staff member must immediately report to the principal an accident or a safety hazard he/she detects.
5. A staff member must not send students on any personal errands.
6. A staff member must not transport students in a personal vehicle without the approval of an administrator.
7. A student shall not be required to perform work or services that may be detrimental to his/her health.

Pursuant to the laws of the state, each staff member must report to the Superintendent immediately, any sign of suspected child abuse or drug abuse.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

REPORTING CHILD ABUSE

All employees of the District who know or suspect that a child under 18 years of age or a disabled student has suffered abuse/neglect are required to report such information to children's services or the local law enforcement agency.

Procedures for reporting will be made known to the school staff; reports will be made promptly. A person who participates in making such reports is immune from any criminal liability provided the report is made in good faith.

The Board shall develop a program of in-service training in child abuse prevention for all elementary school nurses, teachers, counselors, school psychologists and administrators. The Board shall develop this program 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 an elementary school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in child abuse prevention within three years of commencing employment with the District.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 2151.421
3319.073

STUDENT FEES, FINES AND CHARGES

Materials Fees

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

If the District receives Disadvantaged Pupil Impact Aid funds, it cannot charge a student recipient of Aid to Dependent Children or Disability Assistance a fee for any materials needed to participate fully in a course of instruction. This provision does not apply to extracurricular activities and student enrichment programs that are not a course of instruction.

Fines

When District property, equipment or supplies are damaged, lost or taken by individuals, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

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

All fines collected will be sent to the Treasurer for deposit in the general fund of the Board.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3313.642
3329.06

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 legal guardian(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 will be available to parents, guardians or the student (if he/she is over 18 years of age). This request must be in writing and will be 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 will provide notice to parent(s)/guardian(s) 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 Federal Educational Rights and Privacy Act (FERPA) and

4. the right to acquire information concerning the procedure which the parent/guardian 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," and it will disclose that information without prior written consent, except when the request is for a profit-making plan or activity:

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

Administrative regulations will set forth a procedure for annual notification to parent(s)/guardian(s) and eligible students of the District's definition of directory information. Parent(s)/guardian(s) or eligible students will 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 will have access to student education records for legitimate education purposes. The District will use the criteria set forth under administrative regulations to determine who are "school officials" and what constitute "legitimate educational interests."

Other than requests as described above, school officials will release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District will maintain, 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: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC § 1232g
ORC 149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3331.13
OAC 3301-35-02(B)(4)(b); 3301-35-03(E)

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