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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.

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 9.60 through 9.62
 Chapter 4112
 5903.01(G)
OAC 3301-35-02 3301-35-04
42 USC 12112 et seq., Americans with Disabilities Act

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
JFA, Student Due Process Rights

Revised & Adopted: 6/23/08
Adopted 4/26/01

Adams County/Ohio Valley School District

ENTRANCE AGE

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

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

Legal Refs. ORC 3321.01
 OAC 3301-35-03(F) (1)

Revised & Adopted: 9/25/2006
Revised & Adopted: 9/22/2003
Revised & Adopted 4/26/01
Adopted 3/14/88

Adams County/Ohio Valley School District

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 parent 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.

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 deadline date for any evaluation is July 31st.

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.

Legal Refs: ORC 3321.01
 3324.01 et seq.
 OAC 3301-51-15

Cross Refs: IGBB, Programs for Gifted and Talented Students
 IKEB, Acceleration
 JEB, Entrance Age (Mandatory Kindergarten)

Revised & Adopted: 7/24/2007
Adopted:9/25/2006

ADMISSION OF HOMELESS STUDENTS

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

1. a “doubling up” or sharing the housing with another family 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. awaiting foster care placement;
6. 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;
7. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings and
8. migratory students.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must take school placement determinations on the basis of the best interest of the student. To the extent feasible, homeless students are kept in the school of origin unless doing so is contrary to the wishes of the student’s parent or guardian.

To the extent feasible, 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 enrollment, retention and success in school of homeless students;
2. the district does not segregate homeless students into separate schools or separate programs within a school based on the student’s status as homeless;

3. it appoints a District liaison who ensures that homeless students enroll and succeed in school and
4. homeless students are provided with education, nutrition and transportation services that are at least comparable to the service provided to non-homeless students.

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

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

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

Legal Ref. The Elementary and Secondary Education Act; 20 USC 1221 et seq.
 42 USC ^o 11431 et seq.
 ORC 9.60 through 9.62
 3313.64(F)(13)
 OAC 3301-35-02; 3301-35-04; 3301-35-06

Cross Ref. AC, Nondiscrimination
 KB. Equal Educational Opportunities

Revised & Adopted: 7/24/2007

Revised & Adopted 6/23/2003

Adopted 4/26/01

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 State law.

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

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

- bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)
7. his/her parent is a full-time employee of the District;
(Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). no student may be admitted under this policy after the first day of classes of any school year.)
 8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
 9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s), provided that the Board and the board of education of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the District;
(The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)
 10. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;
 11. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
 12. the student is under the age of 22 and resides in a new school district because of the death of a parent;
(The student is entitled to finish the current school year in the District upon approval of the Board.)
 13. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or)
(The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)

14. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

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

1. when agreements have been established with other boards of education to serve their students in 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 support staff employees of the District who meet the criteria established by the Board.

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

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

Tuition Students

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

Legal Refs.: ORC 2152.18(D)(4)
3109.52; 3109.53; 3109.65; 3109.66
3311.211
3313.64; 3313.644; 3313.90
3317.08
3319.01
3323.04
3327.04; 3327.06
OAC 3301-35-03; 3301-42-01

Cross Refs.: JECBA, Admission of Exchange Students
JECBB, Admission of Interdistrict Transfer Students
JO, Student Records

Contract Refs.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

Revised & Adopted: 10/25/04
Adopted 4/27/2000

ADMISSION OF EXCHANGE STUDENTS

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

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

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

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

Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of the District in order to be eligible for athletics.

LEGAL REFS.: ORC 3313.20; 3313.535; 3313.615; 3313.64

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

Adopted: 3/24/2008

Adams County/Ohio Valley School District

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 classload. Enrollment eligibility shall be determined on an annual basis. Exchange students shall receive pass/fail grades only for purposes of class GPA ranking. The coordinator shall keep a record of the students' actual grades for permanent records.
7. Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.
8. Priority for enrollment will be granted to students enrolling in a level other than grade 12.
9. Exchange students completing grade 12 will receive an honorary diploma or certificate of attendance.

To receive a regular diploma the exchange student must successfully complete a program of study developed by the principal/designee and fulfill all other requirements for graduation, including passing all sections of the Ohio Graduation Test (OGT). However, exchange students are not eligible for an honors diploma.

Exchange students that 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.

Adopted: 3/24/2008

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Adams County/Ohio Valley School District

INTER-DISTRICT OPEN ENROLLMENT

The board of education shall permit any student from an adjacent or any Ohio school district 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 adjacent or any Ohio school districts whenever an adjacent or any Ohio school district student's application is approved.
2. Procedures for admission.
3. District capacity limits by grade level, school building, and educational program are determined.
4. Resident students and previously enrolled adjacent or any Ohio school students have preference over first-time applicants.
5. No requirements of academic, athletic, artistic, or extracurricular skills required.
6. No limitations on admitting handicapped students, unless services required in an IEP are not available in the district.
7. No requirement that the student be proficient in the English language.
8. No rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by the adjacent or any Ohio school district for ten (10) consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought.
9. Any student not otherwise entitled to attend the Adams County/Ohio Valley School District may attend school within the District if his/her parent is a fulltime employee of the District.
10. Procedures to ensure maintenance of an appropriate racial balance in the districts schools.

Revised & Adopted: 4/27/00

Revised & Adopted 6/25/98

Adopted 5/10/93

**ADAMS COUNTY/OHIO VALLEY SCHOOL DISTRICT
INTERDISTRICT OPEN ENROLLMENT GUIDELINES**

The Adams County/Ohio Valley School District Board of Education believes that students may, under certain prescribed circumstances, benefit from an interdistrict open enrollment policy. Therefore, the following guidelines have been established for non-resident transfer students, based upon criteria established by the school's administration, consistent with ORC 3313.98 and 3313.981.

APPLICATION PROCESS:

- 1. An application from a non-resident student for an interdistrict transfer must be submitted to the Adams County/Ohio Valley School Districts Superintendent's office between April 1 and May 15 each year. Applications will be acted upon no later than August 15 of each year, based on the procedures listed below. Notification to applicant's parents and home district superintendent will be made within five (5) working days of action being taken on the application. Parents will have ten (10) days in which to accept the intended action to be taken and must notify the Adams County/Ohio Valley School District of their intent for their child to enroll in Adams County/Ohio Valley Schools. Failure to notify the Adams County/Ohio Valley Schools within the ten (10) day period of time will result in this offer being withdrawn, thus allowing for other students to be considered for an available opening.**
- 2. A separate application must be submitted for each student who requests an interdistrict transfer.**
- 3. Applications must be resubmitted annually for a previous interdistrict transfer student for the succeeding school year. All approvals are on an annual basis and must be reapproved in accordance with the Interdistrict Open Enrollment Guidelines in effect for the succeeding school year.**

APPLICATION APPROVAL GUIDELINES:

- 1. Upon application, the parent may request a building assignment. However, the Superintendent of the Adams County/Ohio Valley Schools reserves the right to assign the building which the student would be attending.**
- 2. Applications of non-resident students will be considered providing a balance of class sizes in grades K-8, buildings, and programs can be maintained. At the elementary level, building capacity will be determined by the number of available teachers and classroom spaces. The building capacity aspect of the guidelines will be reviewed annually and appropriate changes will be made if**

necessary. The district will continue to strive for low student/teacher ratios at all levels, and in no case will such ratios exceed those established by the Ohio Department of Education.

At the senior high level, acceptance will be determined by the availability of space on a course-by-course basis. Therefore, the parent and student must complete a tentative registration with the guidance personnel of the requested school of attendance to enable school officials to determine the availability of space prior to acceptance of the student.

3. No student, once accepted by the Adams County/Ohio Valley School District, will be displaced within the current school year.
4. Enrollment in a Special Education program may dictate which building a student must attend, as the particular program may not be available in all buildings. The Adams County/Ohio Valley School District shall not be required to institute any special education program solely for the purpose of serving open enrollment students. Acceptance of special education students under open enrollment shall also be governed by minimum program capacity limits established by the Ohio Department of Education.
5. Applications shall be considered on a first-come, first-served (date of receipt) basis with an assurance that the following order for placement will be followed:
 - a. Native students will not be displaced.
 - b. Previously enrolled students who have moved to an adjacent or any Ohio school district will be considered.
 - c. Previously enrolled open enrollment students will be considered.
 - d. First time open enrollment students will be considered.
6. Adjacent or any Ohio school district students' applicants shall be revoked in reverse order of acceptance (last in-first out), if enrollment, at any time, of a new home-school student of an application from a non home-school student to the start of the school year, brings the enrollment of district students to optimum size. However, adjacent-or any Ohio school district students who have begun the program shall be allowed to complete the semester, the trimester, or the school year.
7. Applicants may be rejected if the racial balance of either the resident district or the Adams County/Ohio Valley School District would be negatively impacted.
8. Students with discipline problems may be rejected for Interdistrict transfer *only if* they have been suspended or expelled by the resident district for ten (10) or more consecutive days during the semester, or trimester of application or the preceding grading period.

9. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extra-curricular skill, or any requirement that applicants be proficient in the English language.
10. Each principal shall notify the superintendent by August 10 of the programs and classrooms which have space available for adjacent or any Ohio school district students. Projected enrollment of home-school students is to be determined by the principal no later than August 10.
11. The parent(s) of the adjacent or any Ohio school district student, as well as the superintendent of his/her home school, will be notified of their acceptance by the superintendent of the Adams County/Ohio Valley Schools no later than August 15.
12. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If an adjacent or any Ohio school district student becomes disabled under Section 504 or the staff determines that an adjacent or any Ohio school district student is in need of services in accordance with an *I.E.P.*, it will provide appropriate services. The student, however, must agree to attend the District school at which the needed services are currently available. If any services must be obtained elsewhere, the superintendent of Adams County/Ohio Valley Schools shall notify the adjacent or any Ohio school district to determine if it wants to arrange for the services or have the Adams County/Ohio Valley School District arrange for them at the adjacent or any Ohio school district's expense.

MISCELLANEOUS:

1. ***WAITING LIST*** – Students whose applications are initially denied due to space limitations may request in writing to have their application placed on a waiting list. Such applicants shall have priority over any Interdistrict Open Enrollment applications which might be filed following the standard applicant deadline. Applications from this waiting list will also be processed in line with the first-come, first-served basis and priorities indicated above. The Superintendent of Adams County/Ohio Valley Schools may approve open enrollment requests filed outside the application deadlines. However, an application for a new school year requires the submission of a new application during the period in which applications are accepted.
2. ***TRANSPORTATION*** – The Adams County/Ohio Valley School District will provide transportation to open enrollment students only within the same manner and routes under which it transports its native students. The transfer student's family must provide for the transportation of the transfer students to an approved bus stop within the attendance area of the school the student would be attending. Additionally, the transfer student's family shall

be responsible for the monitoring of that student's safety and well being while waiting for the bus to arrive in the morning, and after being dropped off from the bus in the afternoon.

3. ***ATHLETIC ELIGIBILITY*** – OHSAA athletic eligibility guidelines will be in effect for a student in grades 7-12. Any enrolled, adjacent or any Ohio school district students who are eligible to participate in interscholastic athletics and have been released by their home district are to be informed they could lose their eligibility for an entire year if or when they return to the home district. Students and parents are urged to become aware of and consider these athletic guidelines before making application for Interdistrict Open Enrollment.

4. ***STUDENT RECORDS*** – Students who have applied for or have been accepted in the Interdistrict Open Enrollment program will have records that include the application, evidence of parental knowledge of the program's policies and guidelines, and evidence of notification of parents included in the student's file. Upon approval of a student's application, all school records for that student are to be forwarded to the school of attendance.

ADAMS COUNTY/OHIO VALLEY SCHOOL DISTRICT

FILE: JECBB-E

INTER-DISTRICT OPEN ENROLLMENT APPLICATION

(Application must be received by the Superintendent between April 1 through May 15.)

Requested for School Year: _____ Application Date: _____
Grade Level for New School Year: _____ Open Enrollment Student Last Year? Yes ___ No ___

Student Name*: _____ Race**: _____

Student's Social Security Number**: _____

Parent(s)/Legal Guardian(s): _____

Address: _____ City: _____ State: _____

Telephone (Home): _____ Telephone (Work/Other): _____

In what school district do you reside? _____ School District

What school does your child attend? _____ School Present Grade Level of Student: _____

List special education services needed**: _____

If grade level request is 9-12, list the high school courses requested (open enrollment transfer acceptance does NOT guarantee that every course requested will be available):

What school within the Adams County/Ohio Valley School District do you want your child to attend? (Please circle)
North Adams High School North Adams Elementary Peebles High School Peebles Elementary
West Union High School West Union Elementary Ohio Valley Career and Technical Center
Adams County Preschools

Check here if you have transportation needs and fill out the Request for Open Enrollment Transportation Form.
Has the student been suspended or expelled from school for ten or more consecutive school days the previous school year? Yes ___ No ___

Parent/Guardian must indicate their approval of the transfer upon notification of acceptance.
Misinformation on this application will void consideration.

*A separate application must be submitted for each student.
**Required data as per Senate Bill 140 – Interdistrict Open Enrollment.

I have read, reviewed, and accept the Adams County/Ohio Valley School District Interdistrict Open Enrollment policies and guidelines.

Parent/Guardian Signature Date

(FOR OFFICE USE ONLY)

Received by: _____ Date: _____ Time: _____
Circle one: APPROVED DENIED

Reason(s) for Denial: _____

Signature of School Official: _____ Date: _____

No student shall be denied admission to the Adams County/Ohio Valley School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, handicap, or any other basis of unlawful discrimination.

Request for Open Enrollment Transportation

The Adams County/Ohio Valley School District policy, as well as the Ohio Administrative Code Guidelines, set forth the requirements pertaining to Transportation within the school district. The AC/OVSD procedures for Open Enrollment Students require the Parent to meet the bus we assign their child. The procedure does not allow us to create extra stops or travel any extra miles for the purpose of transporting Open Enrollment students. Any request for a bus that is close to capacity will not be considered.

- 1) List of students and grade level needing transported?

- 2) Building your children will be attending? _____

- 3) Location requested for pick up and drop off? Bus # (if known) _____

The AC/OVSD is not required to Transport Open Enrollment students, therefore no transportation is guaranteed. Any of the following may terminate the service.

Anytime a bus meets capacity the district must serve the students within the district before offering transportation to Open Enrollment Students. At that time you will need to make different arrangements.

At any point your child has a discipline issue on the bus or at school!!

A route could change due to in-district students moving, this might result in your child being moved to a new stop or may terminate service.

You must have your child at the designated bus stop at the appropriate time in the morning, and meet the bus at that same designated stop in the afternoon!!

A complete listing of the policy for inter and intra district enrollment can be reviewed in Section J of the AC/OVSD policy manual.

Parent (guardian) Signature: _____

Date: _____

INTRA-DISTRICT OPEN ENROLLMENT

The specific criteria for permitting students to attend their school of choice within the district will contain the following elements:

1. Students living within the specific attendance area will not be excluded over an applicant outside the attendance area.
2. These criteria cannot be used to create racial imbalance.
3. Application of students outside the building attendance area will be considered for attending the school of their choice provided grade, building, and program balance can be maintained. The following criteria shall be used to facilitate that consideration:
 - a. kindergarten to second grade – 22 students per class
 - b. grades three through six – 25 students per class
 - c. grades seven and eight – the daily student enrollment for each seventh and eighth grade class shall not exceed 160 students
 - d. students living in the school attendance area and receiving Title I services may not be excluded over an applicant outside the attendance area
 - e. enrollment figures must be projected into the future grades so that the policy relative to enrollment limits will be maintained for the duration of the student's transfer. This will be the responsibility of the principal of the building of choice
 - f. students receiving special education services are required to attend the school within the district where the services specified in the student's IEP are currently available.
4. The parent of each student must apply in writing to the principal of the building of choice for intra-district placement and the building principal will determine if the criteria for eligibility can be met.
5. The principal of the building of choice will notify the superintendent with a recommendation as to whether the request can or cannot be granted based upon the above criteria. The superintendent and notify the principals will make the decision whether to grant or to deny the intra-district enrollment.
6. It will be the responsibility of the principal of the building of choice to notify the parents as to whether the intra-district placement will be granted or denied.
7. The student, once reassigned, will remain in the school of choice for at least one year. After one year, the parents can request a transfer to a different school. In the event the parents request a transfer, the following procedures will be followed:

- a. If a request is made through the current building principal to return to the home school, that is the school building within the prescribed attendance area, and the transfer does not create a staffing problem, and the teacher/student ratio does not exceed those limits, nothing further on the part of the parents is necessary,
 - b. If the request through the current building principal is to transfer to another building of choice, the parents will follow the application procedure as stated above,
 - c. Under unusual circumstances the superintendent can reassign the student to another building within one year if requested by the parents and it is deemed educationally necessary.
8. Elementary students will attend the middle school within their attendance area of residence unless a request for a school of choice is made to the principal of the middle school of choice and granted in accordance with this policy.
9. Transportation for students attending the school of their choice, when that school is out of their attendance area, shall be the responsibility of the parent or guardian of the student. An exception may be made if the student can be picked up and dropped off at a stop on the regular transportation schedule.
10. Students with discipline problems may be rejected for intra-district transfer only if they have been suspended or expelled for ten (10) consecutive days in the current term of the immediate preceding term. The final decision rests with the Superintendent of Schools.

Revised & Adopted 4/26/01
Revised & Adopted 6/25/98
Revised & Adopted 11/28/94
Adopted 5/10/93

**ADAMS COUNTY/OHIO VALLEY SCHOOL DISTRICT
INTRADISTRICT OPEN ENROLLMENT GUIDELINES**

The Adams County/Ohio Valley School District Board of Education believes that students may, under certain prescribed circumstances, benefit from an intradistrict open enrollment policy. Therefore, the following guidelines have been established.

APPLICATION PROCESS:

- 1. An application for an intradistrict transfer must be submitted to the Adams County/Ohio Valley School Districts Superintendent's office between April 1 and May 15 each year. Applications will be acted upon no later than August 15 of each year, based on the procedures listed below. Notification to applicant's parents and principal will be made within five (5) working days of action being taken on the application. Parents will have ten (10) days in which to accept the intended action to be taken and must notify the appropriate principal of the Adams County/Ohio Valley School District of their intent for their child to enroll in the requested school. Failure to notify the principal within the ten (10) day period of time will result in this offer being withdrawn, thus allowing for other students to be considered for an available opening.**
- 2. A separate application must be submitted for each student who requests an intradistrict transfer.**
- 3. Applications must be resubmitted annually for a previous intradistrict transfer student for the succeeding school year. All approvals are on an annual basis and must be reapproved in accordance with the Intradistrict Open Enrollment Guidelines in effect for the succeeding school year.**

APPLICATION APPROVAL GUIDELINES:

- 1. Upon application, the parent may request a building assignment. However, the Superintendent of the Adams County/Ohio Valley Schools reserves the right to assign the building which the student would be attending.**
- 2. Applications for intradistrict enrollment will be considered providing a balance of class sizes in grades K-8, buildings, and programs can be maintained. At the elementary level, building capacity will be determined by the number of available teachers and classroom spaces. The building capacity aspect of the guidelines will be reviewed annually and appropriate changes will be made if necessary. The district will continue to strive for low student/teacher ratios at all levels, and in no case will such ratios exceed those established by the Ohio Department of Education.**

At the senior high level, acceptance will be determined by the availability of space on a course-by-course basis. Therefore, the parent and student must complete a tentative registration with the guidance personnel of the requested school of attendance to enable school officials to determine the availability of space prior to acceptance of the student.

3. No student, once accepted for intradistrict enrollment, will be displaced within the current school year.
4. Enrollment in a Special Education program may dictate which building a student must attend, as the particular program may not be available in all buildings. The Adams County/Ohio Valley School District shall not be required to institute any special education program solely for the purpose of serving open enrollment students. Acceptance of special education students under open enrollment shall also be governed by minimum program capacity limits established by the Ohio Department of Education.
5. Applications shall be considered on a first-come, first-served (date of receipt) basis.
6. Applicants may be rejected if the intradistrict transfer would negatively impact racial balance of either school.
7. Students with discipline problems may be rejected for Intradistrict transfer *only if* they have been suspended or expelled by the resident school for ten (10) or more consecutive days during the current or previous semester, trimester, or the preceding grading period.
8. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extra-curricular skill, or any requirement that applicants be proficient in the English language.
9. Each principal shall notify the superintendent by August 10 of the programs and classrooms which have space available for additional students. Projected enrollment of home-school students is to be determined by the principal no later than August 10.
10. The parent(s) of the intradistrict applicant, as well as the principal of his/her home school, will be notified of student acceptance into the requested school by the superintendent of the Adams County/Ohio Valley Schools no later than August 15.
11. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled, native students. If an intradistrict student becomes disabled under Section 504 or the staff determines that an intradistrict student is in need of services in accordance with an *I.E.P.*, it will provide appropriate services. The student, however, must agree to attend the

District school at which the needed services are currently available. If any services must be obtained elsewhere, the superintendent of Adams County/Ohio Valley Schools shall arrange for the services to be provided.

MISCELLANEOUS:

1. ***WAITING LIST*** – Students whose applications are initially denied due to space limitations may request in writing to have their application placed on a waiting list. Such applicants shall have priority over any Intradistrict Open Enrollment applications which might be filed following the standard applicant deadline. Applications from this waiting list will also be processed in line with the first-come, first-served basis and priorities indicated above. The Superintendent of Adams County/Ohio Valley Schools may approve open enrollment requests filed outside the application deadlines. However, an application for a new school year requires the submission of a new application during the period in which applications are accepted.
2. ***TRANSPORTATION*** – The Adams County/Ohio Valley School District will provide transportation to open enrollment students only within the same manner and routes under which it transports its native students. The transfer student’s family must provide for the transportation of the transfer students to an approved bus stop within the attendance area of the school the student would be attending. Additionally, the transfer student’s family shall be responsible for the monitoring of that student’s safety and well being while waiting for the bus to arrive in the morning, and after being dropped off from the bus in the afternoon.
3. ***ATHLETIC ELIGIBILITY*** – OHSAA athletic eligibility guidelines will be in effect for all students in grades 7-12. The OHSAA eligibility rules shall govern all enrolled intradistrict student participation in interscholastic athletics.
4. ***STUDENT RECORDS*** – Students who have applied for or have been accepted in the Intradistrict Open Enrollment program will have records that include the application, evidence of parental knowledge of the program’s policies and guidelines, and evidence of notification of parents included in the student’s file. Upon approval of a student’s application, all school records for that student are to be forwarded to the school of attendance.

Adopted 6/25/98

Page 3 of 3

ADAMS COUNTY/OHIO VALLEY SCHOOL DISTRICT

FILE: JECBD-E

INTRA-DISTRICT OPEN ENROLLMENT APPLICATION

(Application must be received by the Superintendent between April 1 through May 15.)

Requested for School Year: _____ Application Date: _____
Grade Level for New School Year: _____ Open Enrollment Student Last Year? Yes ___ No ___

Student Name*: _____ Race**: _____

Student's Social Security Number**: _____

Parent(s)/Legal Guardian(s): _____

Address: _____ City: _____ State: _____

Telephone (Home): _____ Telephone (Work/Other): _____

In what school district do you reside? _____ School District

What school does your child attend? _____ School Present Grade Level of Student: _____

List special education services needed**: _____

If grade level request is 9-12, list the high school courses requested (open enrollment transfer acceptance does NOT guarantee that every course requested will be available):

What school within the Adams County/Ohio Valley School District do you want your child to attend? (Please circle)
North Adams High School North Adams Elementary Peebles High School Peebles Elementary
West Union High School West Union Elementary Adams County Preschools

Check here if you have transportation needs and fill out the Request for Open Enrollment Transportation Form.

Has the student been suspended or expelled from school for ten or more consecutive school days the previous school year? Yes ___ No ___

Parent/Guardian must indicate their approval of the transfer upon notification of acceptance.

Misinformation on this application will void consideration.

*A separate application must be submitted for each student.

**Required data as per Senate Bill 140 – Open Enrollment.

I have read, reviewed, and accept the Adams County/Ohio Valley School District Open Enrollment policies and guidelines.

Parent/Guardian Signature Date

(FOR OFFICE USE ONLY)

Received by: _____ Date: _____ Time: _____

Circle one: APPROVED DENIED

Reason(s) for Denial: _____

Signature of School Official: _____ Date: _____

No student shall be denied admission to the Adams County/Ohio Valley School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, handicap, or any other basis of unlawful discrimination

Request for Open Enrollment Transportation

The Adams County/Ohio Valley School District policy, as well as the Ohio Administrative Code Guidelines, set forth the requirements pertaining to Transportation within the school district. The AC/OVSD procedures for Open Enrollment Students require the Parent to meet the bus we assign their child. The procedure does not allow us to create extra stops or travel any extra miles for the purpose of transporting Open Enrollment students. Any request for a bus that is close to capacity will not be considered.

1) List of students and grade level needing transported?

2) Building your children will be attending?

3) Location requested for pick up and drop off? Bus # (if known) _____

The AC/OVSD is not required to Transport Open Enrollment students, therefore no transportation is guaranteed. Any of the following may terminate the service.

Anytime a bus meets capacity the district must serve the students within the district before offering transportation to Open Enrollment Students. At that time you will need to make different arrangements.

At any point your child has a discipline issue on the bus or at school!!

A route could change due to in-district students moving, this might result in your child being moved to a new stop or may terminate service.

You must have your child at the designated bus stop at the appropriate time in the morning, and meet the bus at that same designated stop in the afternoon!!

A complete listing of the policy for inter and intra district enrollment can be reviewed in Section J of the AC/OVSD policy manual.

Parent (guardian) Signature: _____ Date: _____

STUDENT WITHDRAWAL FROM SCHOOL (Loss of Driving Privileges)

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the county juvenile judge of the student's withdrawal from full-time enrollment or withdrawal from an approved program to obtain a diploma or its equivalent. Notification is not necessary if a student has withdrawn because of a change of residence; or the student is holding an Age and Schooling Certificate (work permit), is regularly employed and enrolled part time in and attending an approved program to obtain a diploma or its equivalent.

Notification to the Registrar of Motor Vehicles must be given in a manner required by the registrar and notice to the county juvenile judge must be given in writing.

After receiving such information from the Superintendent, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or drivers 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.

Legal Refs. ORC 3319.321
 3321.13
 3331.01; 3331.02; 3331.04; 3331.06 through 3331.09
 4507.061
 Family Educational Rights and Privacy Act; 20 USC 1232g, 34
 CFR Part 99

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

Revised & Adopted: 09/28/09
Adopted 4/26/01

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 or
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 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 required 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 non-emergency trips out of the District. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be 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 students 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.

Legal Refs. ORC 3313.609

3319.16
3321.01; 3321.04; 3321.14; 3321.38
4507.061
4510.32

OAC 3301-35-02; 3301-35-03
3301-51-13

Cross Ref. IKB, Homework
 JEDB, Student Dismissal Precautions
 JHC, Student Health Services and Requirements
 JHCC, Communicable Diseases

Revised & Adopted: 12/21/09
Revised & Adopted: 12/20/04
Adopted 4/26/01

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 students absences has been provided to the Superintendent, and, as a result of that information, the students 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 drivers 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.

Adopted 4/26/01

Page 2 of 2

Adams County/Ohio Valley School District

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the cause 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" or a "chronic" truant.

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

A "chronic" truant is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days 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.

For the correction of the "habitually truant" unruly child, the courts may now order the Board to require the child to attend an alternative school if one has been established.

The courts may order the "habitually truant" child not to be absent without legitimate excuse from school for five or more consecutive days, seven or more school days in one school month or twelve or more school days in a school year.

Regarding “habitual” truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an “unruly child” by virtue of being a “habitual truant”, and that the child’s parent violated the School Attendance Law.

Regarding “chronic” truants, if the parent fails to get the child to school and the child is considered a “chronic” truant, the Board must file a complaint in the juvenile court jointly against the child and the parent. Filing a complaint with the juvenile court means making a referral to the juvenile court or the prosecutor’s office. The complaint must state that the child is a “delinquent child” by virtue of being a “chronic” truant, and the parent has violated the School Attendance Law.

The Board directs the administration to develop strategies that may include the following:

1. providing a truancy intervention program for a habitual truant;
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.

Legal Refs: ORC 3321.03-04; 3321.07-09; 3321.22; 3321.38
3313.663

Cross Refs: JED, Student Absences and Excuses

Adopted: 8/28/00

STUDENT DISMISSAL PRECAUTIONS

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

Legal Ref. ORC 3313.20

Cross Ref. JEE, Student Attendance Accounting (Missing and Absent Children)

Adopted 4/26/01

Adams County/Ohio Valley School District

STUDENT ATTENDANCE ACCOUNTING (Missing and Absent Children)

The board of education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify proper adults or agencies.

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

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

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

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

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice, 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.

Legal Refs. ORC 109.65
 2901.30
 3313.205; 3313.672; 3313.96
 3319.321; 3319.322
 3321.12
 3705.05

Cross Refs. JEC, Student Admission
 JEDB, Student Dismissal Precautions
 JHF, Student Safety

Revised & Adopted 4/26/01

Adopted 3/14/88

STUDENT ATTENDANCE ACCOUNTING

**ADAMS COUNTY/OHIO VALLEY SCHOOL DISTRICT
NOTIFICATION OF FAILURE TO PROVIDE RECORDS/BIRTH CERTIFICATE
FORM TO BE SUBMITTED TO POLICE AGENCY**

(Date)

(Police Agency)

(Address)

(City) (State) (Zip Code)

Adams County/Ohio Valley Board of Education Policy (File: JEE) requires that you be notified in writing when a parent/guardian fails to provide the school a copy of the original birth certificate and a copy of the records from the previous school at the time of initial entry in the Adams County/Ohio Valley School District.

Please be advised that _____
(Parent/Guardian)

_____ has failed to supply a copy
(Address)

of:

- _____ social security number
- _____ original birth certificate
- _____ records from previous school

for _____ since entry
(Student) (DOB)

to the Adams County/Ohio Valley Schools on _____.

This Board of Education Policy is in Compliance with Ohio Revised Codes. (Missing Childrens Act)

(Principal's Signature)

(School)

(Address)

(City) (State) (Zip Code)

Adopted 8/10/92

Adams County/Ohio Valley School District

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

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

1. holding an Age and Schooling Certificate (work permit) being regularly employed and attending school on a part-time basis in a program approved by the Superintendent or his/her designee;
2. receiving approved home instruction;
3. attending a private or parochial school or
4. having graduated from an approved high school.

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

Legal Ref: ORC 3313.66
 3321.02; 3321.03; 3321.04; 3321.07
 3331.01; 3331.02; 3331.04; 3331.06 through 3331.09

Cross Ref. IGCF, Home Schooling
 JEA, Compulsory Attendance Ages
 JECE, Student Withdrawal from School (Loss of Driving Privileges)
 JEGA, Permanent Exclusion
 JHCC, Communicable Diseases
 JK, Employment of Students

Revised & Adopted: 09/28/2009
Adopted 5/23/2002

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 students continued attendance endangers the health and safety of other students or employees or whether the students 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 Superintendents recommendation for permanent exclusion is provided to the student and his/her parent(s).

The Board acts upon the Superintendents 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 students entire school record, to the State Superintendent;
2. promptly designates a representative to present the Districts 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 Districts 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 Boards action must take place within five days from receipt of the Superintendents 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.

Legal Refs. ORC 3313.66; 3313.661; 3313.662

Cross Refs. JFCJ, Dangerous Weapons in the Schools
 JGD, Student Suspension
 JGE, Student Expulsion

Adopted 4/26/01

STUDENT CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board 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. The Superintendent/designee develops regulations/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 Districts schools during the year, written information on the rules and regulation 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.

If a student violates this policy or the 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 division 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.

As stated above, The Adams County/Ohio Valley Schools Board of Education has a “zero tolerance” for violent, disruptive, and/or inappropriate behavior. Examples of these offenses, set forth below, are of such a nature as to be prohibited entirely from the educational atmosphere. The following is not an all-inclusive list.

1. Possessing, transmitting, concealing, consuming, or offering for sale any alcoholic beverage, illegal drug, unprescribed drug, look-alike drugs, or mind altering substance. (Disruptive, Inappropriate)
2. Committing arson on any piece of building property. (Violent)
3. Committing or attempting to commit assault and/or sexual assault on a teacher, administrator, school employees, students or school visitor. (Violent)
4. Contributing to, or being an accomplice in, another student's misconduct. (Disruptive)
5. Attempting to cause, or causing damage to school property or equipment. (Violent)
6. Possessing, handling, transmitting or concealing any form of dangerous weapon, explosive, instrument or chemical. (Violent)
7. Repeatedly failing to comply with directions of authorized school personnel while under the authority of school personnel. (Inappropriate, Disruptive)
8. Intentionally causing the substantial and material disruption or destruction of any lawful mission, process of function of the school. (Disruptive)
9. Participating in, or initiating any type of false alarm. (Disruptive)
10. Committing forgery. (Inappropriate)
11. Participating in, or initiating any form of gambling. (Inappropriate)
12. Initiating in, or participating in any form of hazing or harassment. (Violent, Inappropriate)
13. Dressing or appearing for a school function in improper attire. (Inappropriate)
14. Using foul or obscene language, gestures, or noises directed toward other students, visitors or school personnel. (Inappropriate, Disruptive)
15. Possessing, selling, concealing, disseminating or otherwise distributing a pornographic material. (Inappropriate)
16. Using or possessing tobacco products in any form. (Inappropriate)
17. Operating a vehicle in a reckless manner. (Inappropriate)
18. Attempting to steal, or stealing, any school or private property. (Inappropriate, Violent)
19. Directing any verbal and/or written physical threats toward anyone or anything. (Violent)
20. Trespassing on unauthorized school property or premises. (Inappropriate)
21. Truancy. (Inappropriate)
22. Possessing any electronic devices, including (but not limited to) pagers, cellular phones, CD and/or cassette players, boom boxes, toys etc. unless authorized by the administration. (Inappropriate, Disruptive)

It is the policy of the Adams County/Ohio Valley Schools Board of Education that students suspended out-of-school who are receiving instructional services shall be counted in the ADM and as in attendance. Students who are expelled from school shall be withdrawn and not counted in the ADM.

Expulsions –

Any student who is expelled from the district will be withdrawn from the district and will receive no educational services. They will not be counted in the ADM unless the expulsion occurred after the first full week of October.

Suspensions –

Any student suspended “out-of-school” will be provided educational services during the duration of their suspension and will be counted as in attendance.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Legal Refs. ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662; 3313.66
OAC 3301-35-03
Gun-Free Schools Act; 20 USC 8921
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)

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

Revised & Adopted: 3/23/2010

Revised & Adopted: 3/21/05

Revised & Adopted 4/26/01

Adopted: 10/26/99

STUDENT DRESS CODE

In order to meet the needs of safety, health, and welfare of the students of Adams County/Ohio Valley School District, certain guidelines in dress are needed. Students need to focus on learning while at school, therefore, particular fashion and/or attire that is disruptive to the educational process is prohibited.

The safety and health of the students of Adams County/Ohio Valley School District is of primary concern of the Board of Education. Because of this, shoes must be worn at all times, special clothing may be required for some classes such as physical education, and certain types of clothing may be prohibited from certain classes. (Ex. Loose flowing tops in a machine class.)

Students are encouraged to maintain cleanliness in their clothing and person for purposes of good health/hygiene.

Some variation in dress codes may be permitted by the building principal due to weather conditions. Any questions as to the appropriateness of a specific type of dress should be directed to the building administrator and/or student handbook.

Adopted 7/10/97

Adams County/Ohio Valley School District

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.

Legal Refs. ORC 3313.20; 3313.66; 3313.661

Cross Refs. AC, Nondiscrimination
 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

Revised & Adopted: 3/21/05
Adopted 4/26/01

Adams County/Ohio Valley School District

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

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

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

Hazing activities of any type including those activities engaged in via computer or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher 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.

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: (1) 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. This behavior is prohibited on school property or at a school-sponsored activity.

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

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

Prohibited activities of any type including those activities engaged in via computer or electronic communications devices are inconsistent with the educational process 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 or bullying activities. No student, including leaders of student organizations are permitted to plan, encourage or engage in any hazing or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events which 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 school employee of the prohibition contained in this policy and are required to end all such hazing or bullying activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported 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 and incident of hazing 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 shall 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 or bullying of an individual.

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
3314.03
3319.073

Cross Refs: AC, Nondiscrimination/Harassment
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IIBH, District Web Site Publishing
JFC, Student conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
Student Handbooks

Revised & Adopted: 3/26/2012
Revised & Adopted: 3/23/2010
Revised & Adopted: 12/17/2007
Revised & Adopted: 3/26/07
Revised & Adopted: 3/21/05
Adopted 4/26/01

HAZING AND BULLYING

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.

Harassing, hazing, intimidating and/or bully 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. Harassment, hazing, intimidation, dating violence and/or bullying 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, harassment, intimidation, dating violence and/or bullying can include many different behaviors. Example 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.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, dating violence or bullying. The reports should be written. Such written reports must be reasonable 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 reasonable 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 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. The 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 as 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 harassment, hazing, intimidation, dating violence and/or bullying.

School Personnel Responsibilities and Intervention Strategies

1. Teachers and Other School Staff

Teachers and other school staff, who witness acts of harassment, hazing, intimidation, dating violence and/or bullying, as defined above, promptly notify the building principal/designee of the event observed and file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, hazing, intimidation, dating violence and/or bullying promptly notify the building principal/designee of such report(s). 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 promptly forwarded to the building principal/designee no later than the next school day.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, hazing, intimidation, dating violence and/or bullying 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 harassment, hazing, intimidation, dating violence and/or bullying 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.

B. Nondisciplinary Interventions

When verified acts of harassment, hazing, intimidation, dating violence and/or bullying 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, dating violence and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further intimidated. 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.

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

Revised & Adopted:
Adopted: 12/17/2007

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

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 Ohio law and related District policies.

- Legal Refs.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
 Goals 2000: Educate America Act; 20 USC 3081-6084
 ORC 3313.66; 3313.661; 3313.751
 3794.01; 3794.02; 3794.03(F); 3794.004; 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

Revised & Adopted: 3/26/07
Adopted 4/26/01

Adams County/Ohio Valley School District

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE

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

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

The Board wishes to emphasize the following:

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

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board that students with problems 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.

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

Adopted 4/26/01

DANGEROUS WEAPONS IN THE SCHOOLS

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

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

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 may adopt a resolution authorizing the Superintendent 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. The resolution may authorize the Superintendent to extend such an expulsion 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: 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.

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

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

The 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 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 Districts student code of conduct and Ohio law.

Schools shall **post a sign** “in a conspicuous location **in each building and on each parcel of real property** owned or controlled by the board” in substantially the following form:

**UNLESS OTHERWISE AUTHORIZED BY LAW,
PURSUANT TO OHIO REVISED CODE SECTION
2923.122, NO PERSON SHALL KNOWINGLY
POSSESS, HAVE UNDER THE PERSON’S
CONTROL, CONVEY, OR ATTEMPT TO CONVEY
A DEADLY WEAPON OR DANGEROUS
ORDNANCE INTO A SCHOOL SAFETY ZONE.**

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

Revised & Adopted: 3/22/04
Adopted 4/26/01

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students may possess cell phones/paging devices but their use will be restricted to times designated for regular phone use such as lunchtime or after school hours. At all other times the cell phones should be turned off and incoming calls should not be received. Cell phones may not be used on buses.

Other electronic equipment such as electronic notebooks, palm computers, personal digital assistants, etc. may be used only by permission of the instructor. The school assumes no responsibility for loss, theft, breakage or other misuse of any personal electronic devices.

A person who discovers a student in violation of this policy should report the violation to the principal, who orders a police officer or appropriate school employee to confiscate the device, which may be forfeited to the district.

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

Adopted: 8/26/02

Adams County/Ohio Valley School District

UNSAFE 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.

“Persistently dangerous” as used in this policy means that a school has two or more weapon-related incidents for which a student is removed from school, 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 it has six or more weapon-related incidents for which a student is removed from school occurring in each of two consecutive schools years. Likewise, if a school has 1,250 or more students enrolled, the school will be designated “persistently dangerous” if it has 27 or more weapon-related incidents for which a student is removed from school occurring in each of two consecutive school years.

A school will also be designated “persistently dangerous” if two or more violent criminal offenses, as determined by Ohio law, per 100 students, occur in or on school grounds in each of two consecutive years. However, any school, regardless of size of enrollment, will be designated “persistently dangerous” if five or more violent criminal offenses, as determined by Ohio law, occur in or on school grounds, in each of two consecutive 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 bus transportation to and from school and school sponsored activities and designated bus stops.

Legal Ref: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Adopted: 7/28/2003

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.

Legal Refs.: ORC 3321.01; 3321.04

Cross Ref.: JEA, Compulsory Attendance Ages

Adopted 4/26/01

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 student's school lockers 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 sparingly and only when such search is reasonably likely to produce anticipated tangible results to preserve discipline and good order or, promote the safety and security of persons and their property within the area of the schools responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. **Such notice will be posted in every building.**

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

Legal Refs.: U.S. Const. Amend. IV
ORC 3313.20

Cross Ref.: JHG, Reporting Child Abuse

Revised & Adopted: 3/28/2011
Adopted 4/26/01

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 for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Students Person or Personal Property by School Personnel

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

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

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

Searches of Student Property by Police

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

Interrogations by Police

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

1. 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, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities bring the student to a private room and the contact is made out of 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 notify the parent(s) of the student to be interviewed by the police, if the police have not, before the student is questioned so that the parent(s) may be present if they so desire.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When the police remove a child from school, the administration will make an attempt to notify the parent(s).
7. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters which are properly in the realm of the police department.

Adopted 4/26/01

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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.”

Legal refs.: ORC 3319.41

3313.20

3319.41

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

House Bill (HB) 1 2009 prohibits corporal punishment in all school district.

Revised & Adopted: 12/21/09

Adopted 11/23/99

Adams County/Ohio Valley School District

DETENTION OF STUDENTS

Reasonable recess/lunch detention may be used by our schools. Schools using recess/lunch detention will allow the student assigned recess/lunch detention a minimum of five (5) minutes to take care of personal needs.

Elementary students (K-6) may be detained after school for a period not to exceed 60 minutes; Junior High/High School students (7-12) may be detained after school for a period not to exceed 120 minutes.

Parents of students shall be notified in advance of any planned after school detention. In the event of after school detention of any student who is transported to and from school on a school bus, the parent(s)/guardian(s) are responsible for transportation following the after school detention period.

Adopted 1/30/96

Adams County/Ohio Valley School District

STUDENT SUSPENSION

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

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

The guidelines listed below are followed for all suspensions, including in-school suspension.

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) in the mail and a copy given to the student to take home 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. Students school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, the appeal must be made in writing to the Superintendent within 14 calendar days of the notice of suspension. At the request of the student or 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.

1. Procedures for appeal:

1. notification by the building principal of the decision to suspend
2. notification to the superintendent or his designee of the intent to appeal
3. notification within 24 hours to the superintendent and person representing the student at the hearing
4. notification of the date, time, and place of the hearing, including a list of all persons who will be in attendance, to all persons involved in the hearing
5. persons who may be involved in the hearing; student suspended, his parent, guardian, or custodian, building administrator who heard the case, superintendent or his designee.

2. Hearing procedures:

1. introduction of purpose and legal rights
2. presentation of reasons for suspension by the building principal
3. presentation of reasons for appeal of the suspension by the student, parent, guardian, custodian, or representative
4. questions by the superintendent or his designee to either or both parties concerning the suspension
5. a verbatim recording of the proceedings
6. notification of the superintendent's or his designee's action taken will be sent to the person making the appeal.

Appeal to the Court

Under Ohio law, appeal of the Boards or its designees decision may be made to the Court of Common Pleas.

It is the policy of the Adams County/Ohio Valley Board of Education that students suspended out-of-school who are receiving instructional services shall be counted in the ADM and as in attendance. Students who are expelled from school shall be withdrawn and not counted in the ADM.

Legal Refs. ORC 3313.66; 3313.661; 3313.662

Cross Refs. JEGA, Permanent Exclusion
JFC, Student Conduct
JFCEA, Gangs
JFCJ, Dangerous Weapons in the Schools
JGE, Student Expulsion

Revised & Adopted: 11/22/2010

Revised & Adopted: 11/19/2007

Adopted 10/26/2000

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Adams County/Ohio Valley School District

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 or extracurricular process, the Superintendent, principal, assistant principal or personnel employed may remove the student from the premises. If an emergency removal takes place, 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.

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

Revised & Adopted: 3/22/04
Adopted 10/26/00

STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part 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 students actions. This notice shall state the time and place to appear, which must not be less than three days or 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.

Procedures for appeal

Prehearing procedures:

1. notification of the decision to expel by the superintendent
2. notification to the superintendent of the intent to appeal
3. notification within 24 hours to the superintendent and person representing the student at the hearing

4. notification to all persons involved in the hearing of the date, time, and place of the hearing, including a list of all persons who will be in attendance
5. persons who may be involved in the hearing: student expelled, parent/guardian/custodian, building administrator who heard the case, board of education or its designee, superintendent or designee, recorder

Hearing procedures:

1. introduction of purpose and legal rights
2. presentation of reasons for suspension by the building principal
3. presentation of reasons for appeal of the suspension by the student, parent, guardian, custodian, or representative
4. questions by the superintendent or his designee to either or both parties concerning the suspension
5. a verbatim recording of the proceedings
6. notification of the superintendent's or designee's action taken will be sent to the person making the appeal.

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

Appeal to the Court

Under Ohio 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 parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

It is the policy of the Adams County/Ohio Valley Board of Education that student's suspended out-of-school who are receiving instructional services shall be counted in the ADM and as in attendance. Students who are expelled from school shall be withdrawn and not counted in the ADM.

Legal Refs.: ORC 3313.66; 3313.661; 3313.662

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

Revised & Adopted: 11/19/2007

Adopted 10/26/00

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 services of a nurse or nurses are available to the District. The principal is responsible for the administration of the health program in his/her school. The school nurse/medical assistants shall adhere to and follow all procedures as put forth in the handbook, *Procedures for Providing Specialized Health Care*.

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.

The principal of 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.

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)(1998)
 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

Revised & Adopted: 7/28/2003

Adopted 4/26/01

Adams County/Ohio Valley School District

PART I OR II MUST BE COMPLETED

PART I: TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor _____ Phone (_____)_____

Dentist _____ Phone (_____)_____

Medical Specialist _____ Phone (_____)_____

Local Hospital _____ Emergency Room Phone (_____)_____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctors, or, in the event the designated preferred practitioner is not available, by another licensed doctor or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed doctors or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child’s medical history, including allergies, medications being taken, and any physical impairment to which a doctor should be alerted:

Date _____ Signature of Parent/Guardian _____

Address 1: _____

Address 2: _____ Zip _____

PART II: REFUSAL TO CONSENT

I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Date _____ Signature of Parent/Guardian _____

Address 1: _____

Address 2: _____ Zip _____

Adopted: 11/24/03

Adams County/Ohio Valley School District

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.

Parents and guardian should be notified that the student not in compliance due to religious or physiological reasons is subject to exclusion from school in the event of any outbreak of the previously mentioned communicable diseases, and that these exclusions may last for the duration of the outbreak, which could extend over a period of several weeks.

Students who are in the process of being immunized must complete their immunizations in a medically sound manner and in accordance with the Ohio Department of Health's Guidelines or they will be excluded from school.

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

Legal Refs.: ORC 3313.67; 3313.671-3313.71; 3313.711; 3313.13

Cross Refs.: JEC, School Admissions
 JHCA, Physical Examinations of Students
 JHCC, Communicable Diseases

Revised & Adopted:
Revised & Adopted: 12/22/08
Revised & Adopted: 4/24/06
Revised & Adopted 4/26/01
Revised & Adopted 2/10/92
Adopted 3/14/88

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 by the principal if such action is indicated.

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.

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

Revised & Adopted: 12/22/2010
Revised & Adopted: 9/26/2005
Adopted 4/26/2001

ADMINISTERING MEDICATIONS TO STUDENTS

General Regulations

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.

We recognize that 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 medications should be given by the parent (or guardian) at home.** If this is not possible, parents may come to school to administer medications to their children. If this cannot be done, the procedures listed below will be followed:

1. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of a licensed prescriber and/or the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. The principal or his/her appointed representative shall supervise the storage and the dispensing of the medication.
3. Whenever possible, medication should be brought to school by the parent or guardian. If this is not feasible, the parent/guardian must contact the building principal to make other arrangements. To avoid the possibility of unsupervised use of medication or accidental poisoning, medication must not be sent to school with the student.
4. **A signed Licensed Prescriber's Statement or a reasonable facsimile, which includes the following information, must be on file at all times for all prescription medication and updated at least annually.**
A signed Licensed Prescriber's Statement or a reasonable facsimile, which includes the following information, must be on file at all times for over-the-counter medication to be given for more than five continuous days, and updated annually.

A nurse must be notified if there are any questions concerning the statement.

- a. the name and address of the student,
- b. the name of the drug and the dosage to be administered,
- c. the time or intervals at which each dosage of the drug is to be administered,
- d. special instructions for administration of the drug, including sterile conditions and storage,
- e. severe adverse reactions,

- f. any other pertinent information needed for the safe administration of medications to students,
 - g. date the administration of the drug is to begin and end.
5. The parent/guardian must provide written permission annually or earlier to administer any medications (prescription or over-the-counter), which includes vital personal information concerning the student, such as address, birth date, emergency contacts, etc.
 6. All medications must be in the container in which it was dispensed by the Licensed Prescriber or pharmacy, with the dispensing label or packaging instructions legible and corresponding information on the parent and/or physician statement.
 7. Accurate records shall be kept of all medication administered to students by school personnel.
 8. At no time shall any medication, (prescription or over-the-counter) be administered or taken at school without a licensed prescriber statement and/or written parental/guardian permission statement or if school officials have reason to question the authenticity of such statements.
 9. If any documented information changes, current documentation must be updated and revised by the parent/guardian and/or licensed prescriber.
 10. Any student who needs to carry an inhaler, EpiPen, or other emergency medication with him/her must have a licensed prescriber's statement and parent/guardian written permission to verify his need.

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 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.

Legal Refs: ORC 2305.23; 2305.231
 3313.64; 3313.712; 3313.713; 3313.716; 3313.718
 3314.03; 3313.141

OAC 3301-35-06

Cross Refs. EBBA, First Aid
 JFCH, Alcohol use by Students
 JFCI, Student Drug Abuse

Revised & Adopted: 7/25/2011

Revised & Adopted: 3/26/07

Revised & Adopted: 4/26/2004

Revised & Adopted 4/27/98

Revised & Adopted 4/19/93

PHYSICIAN STATEMENT

JHCD-E.2

REQUEST TO ADMINISTER MEDICATION FORM – B (PRESCRIPTION)

ADAMS COUNTY/OHIO VALLEY SCHOOL DISTRICT

School _____ Phone # _____

School Address _____

STUDENT _____ Grade _____

ADDRESS OF STUDENT _____

Street City Zip

Teacher _____ School _____

DRUG _____ **DOSAGE** _____

TIME OR INTERVALS _____ **ROUTE** _____

SPECIAL INSTRUCTIONS FOR ADMINISTRATION AND/OR STORAGE _____

POSSIBLE SIDE EFFECTS _____

DATE TO BEGIN ADMINISTRATION _____ **DATE TO END ADMINISTRATION** _____

Licensed Subscriber Signature _____ **TELEPHONE** _____ **DATE** _____

"I hereby request this medicine to be administered to my child. Should the need arise I give permission to contact the physician regarding this medication and/or the condition for which it is being administered. I understand that I must submit a new form annually and if any of the above information changes in any way." If the student is permitted to carry Epinephrine, the parent must provide a back-up dose for the school.

PARENT/GUARDIAN SIGNATURE _____ **TELEPHONE** _____ **DATE** _____

***NOTE: IF THIS PRESCRIPTION IS FOR AN INHALER, EPIPEN, OR OTHER EMERGENCY MEDICATION, THE PHYSICIAN MUST COMPLETE THE FOLLOWING INFORMATION ACCORDING TO HOUSE BILL 121:**

1. Procedure to follow in the event the medication dose above does not produce the expected relief: _____

2. Adverse reactions for unauthorized user: _____

It is the responsibility of the parent/guardian to submit a physician statement if the child is to take over-the-counter medication for more than five consecutive days and for any prescription medication.

ALL BOLD ITEMS MUST BE COMPLETE ACCORDING TO ORC 3313.713

***IF THE PHYSICIAN FEELS THAT EMERGENCY MEDICATION NEEDS TO BE CARRIED BY THE STUDENT and the student is capable of using and possessing the medication**

LICENSED SUBSCRIBER PLEASE SIGN HERE

Revised 3/26/07

Revised 4/24/06 Revised: 6/25/01

Adams County/Ohio Valley School District

PARENT/GUARDIAN PERMISSION FORM

REQUEST TO ADMINISTER MEDICATION FORM – A

OVER THE COUNTER MEDICATION

ADAMS COUNTY/OHIO VALLEY SCHOOL DISTRICT

STUDENT _____ **DOB** _____

Grade _____

ADDRESS OF STUDENT _____

TEACHER _____ **SCHOOL** _____

DRUG _____

DOSAGE _____

TIME OR INTERVALS _____ **ROUTE** _____

SPECIAL INSTRUCTIONS FOR ADMINISTRATION AND/OR STORAGE _____

POSSIBLE SIDE EFFECTS _____

ALLERGIES _____

DATE TO BEGIN ADMINISTRATION _____ **DATE TO END ADMINISTRATION** _____

"I hereby request this medication to be administered to my child. Should the need arise I give permission to contact the physician regarding this medication and/or the condition for which it is being administered. I understand that I must submit a new form annually and if any of the above information changes in any way. I will provide a physician statement if my child must be given an over-the-counter medication for more than five consecutive days and for all prescription medications."

PARENT/GUARDIAN SIGNATURE _____
TELEPHONE _____ **DATE** _____

****It is the responsibility of the parent/guardian to submit a new form annually and if the medication is changed in any way.***

It is the responsibility of the parent/guardian to submit a physician statement if the child is to take over-the-counter medication for more than five consecutive days and for any prescription medication.

ALL BOLD ITEMS MUST BE COMPLETE ACCORDING TO ORC 3313.713

Adams County/Ohio Valley School District

ADMINISTERING MEDICINES TO STUDENTS

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

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

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

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

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

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

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 back-up 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 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 service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

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

1. a school employee prohibits a student from using an 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 was not prescribed.

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

Revised & Adopted: 3/26/07
Revised & Adopted: 4/26/2004
Adopted 4/26/01

SUICIDE INTERVENTION

Suicide is the third leading cause of death among school-aged children. The Adams County/Ohio Valley School Board takes seriously the responsibility in assisting at-risk students in finding appropriate intervention/counseling assistance. Realizing that a student suicide can have far-reaching and long-lasting effects on the district community, the Board will have in place a postvention plan to assist members of the district in dealing with a student death.

The Crisis Team

Members of the crisis team are selected from personnel in the district, including the principal of each building, guidance counselors, a central office staff member and the school nurse/physician, if appropriate. If possible, a consultant from the local Board of Mental Health or an area psychiatrist/psychologist will sit on the board to provide objective guidance where needed.

The Crisis Team will receive training in the areas of suicide risk assessment, crisis management and postvention principals.

The team serves a dual role in the district:

1. As a preventative information base, the team will develop a plan for how the district and the community can best assist students who exhibit suicidal behavior. This information will be shared by an appropriate presenter as an in-service for the staff of the district. The plan will include when students should be referred for assistance, what role faculty members should play in this process, which outside agencies may be used for referral and the issue of confidentiality.
2. As postvention action team, the Crisis Team is the “front line” for coordinating information about the suicide and putting in place the postvention plan. The following items are recommended for the postvention plan by the American Association of Suicidology School, Suicide Prevention Programs Committee.
 - A. Plan in advance
 - B. Select and train a Crisis Team
 - C. Verify the report of a suicide from the medical examiner or police
 - D. Hold a team meeting with a school principal (if not already on Crisis Team)
 - E. Assess the situation and adjust the size of the team accordingly
 - F. Disseminate information to faculty, students and parents

- G. Follow the victim's classes throughout the day
- H. Arrange for counseling rooms
- I. Invite friends to join the group or meet with team members individually
- J. Check records and provide counseling for all identified students at risk
- K. Provide counseling or discussion opportunities for faculty
- L. Arrange for students and faculty to attend the funeral
- M. Coordinate memorials
- N. Make a home visit, if appropriate
- O. Respond to media inquires
- P. Link with the community, as appropriate
- Q. Follow-up with continued counseling as needed

This plan will be molded to meet the needs and expectations of The Adams County/Ohio Valley School District.

Adopted 6/16/97

Page 2 of 2

Adams County/Ohio Valley School District

STUDENT SAFETY

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 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. developing skills in the safe use of tools and equipment and
7. learning how to cooperate with others in the promotion and operation of a safety program in the school, on school grounds and in school vehicles and to and from school.
8. instructing students not to accept gifts or automobile rides from strangers. The students are also instructed to tell the teachers, their parents, or police of any suspicious strangers in or around school property;
9. providing for 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 taking such instruction and
10. providing age-appropriate instruction in dating violence prevention in grades 7 through 12.

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

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
2. shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships, but instead, should refer the student to the appropriate individual or agency for assistance;

3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall, immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall 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.

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
 GBH, Staff-Student Relations
 IGAE, Health Education
 JEE, Student Attendance Accounting (Missing and Absent Children)
 JFCF, Hazing and Bullying
 JFCH, Alcohol Use By Students
 JFCI, Student Drug Abuse
 JHG, Reporting Child Abuse
 JHH, Notification About Sex Offenders
 JO, Student Records

Revised & Adopted:
Adopted 4/26/01

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, 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.

Legal Refs.: ORC 2151.044; 2151.421
 3313.662; 3313.666
 3319.073

Cross Refs: EB, Safety Program
 EBC, Emergency/Safety Plans
 JFCF, Hazing and Bullying (Harassment, intimidation and Dating Violence
 JHF, Student Safety

Revised & Adopted: 3/23/2010
Revised & Adopted: 12/21/09
Revised & Adopted: 12/17/2007
Revised and Adopted: 10/25/04
Adopted 4/26/01

NOTIFICATION ABOUT SEX OFFENDERS

Megans 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.

With juvenile sex offenders the Superintendent's notification duties are the same as with adult offenders. The Superintendent provides a copy of the county sheriff's sexual offender notice to his/her staff so that they are aware of the juvenile offender's information and photograph. The Superintendent must then notify parents that the school has received notice that a juvenile sex offender is attending school (or if an adult offender, working or attending school) in the District, and direct parents who want more information to the county sheriff's office.

Legal Refs.: 42 USC 14071
ORC Chapter 2950, §149.93
OAC Chapter 109:5-2

Cross Ref.: GBQ, Criminal Record Check
Revised and Adopted: 2/2/04
Adopted: 4/26/01

Adams County/Ohio Valley School District

STUDENT SAFETY PATROLS

The principal of any school may organize, a school safety patrol to instruct, direct, and control students crossing streets at or near the school, but the members of any such patrol shall have no authority over anyone other than students. Members of a school safety patrol shall serve only with the consent of their parents or guardians. They shall be selected on the basis of their maturity and degree of responsibility. They shall receive adequate instruction in the appropriate duties and procedures.

Adopted 3/14/88

Adams County/Ohio Valley School District

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 a student needs 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 school 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.

Student workers shall be paid on the following schedule effective September 1, 1995:

1. Student cafeteria helpers will be paid \$1.25 an hour. From 45 through 60 minutes, the student will be paid for a full hour. Any time over 60 minutes will be prorated. No student in this category shall work more than two hours daily.
2. Special education work-study student cafeteria and custodial helpers will be paid \$1.25 an hour.
3. Vocational school banquet helpers may be paid \$2.00 an hour from the Rotary Fund.

Legal Refs. ORC 3313.56; 3313.93
 3321.08 through 3321.11
 3331.01
 3331.02; 3331.04; 3331.06 through 3331.09
 Chapter 4109
 4111.02
 48 USC 1324a et seq.

Cross Refs. IGADA, Work-Experience Opportunities
 JECE, Student Withdrawal from School
 JEG, Exclusions and Exemptions from School Attendance

Revised & Adopted: 09/28/09
Revised & Adopted 4/26/01
Revised & Adopted 11/27/95

STUDENT FEES, FINES, AND CHARGES

Material Fees

Students enrolled in District schools will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used in the instructional program may 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.

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 pupil 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 will be assessed. The fine will be 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 will be subject to appropriate fines.

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

Collection of Student Fees and Fines

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

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

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. A payment schedule may be arranged at the building level with full payment to be received by May 15.

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: IGCB, Experimental Programs
IGCD, Educational Options

Revised & Adopted: 12/15/11
Revised & Adopted: 12/21/09
Revised & Adopted: 9/25/2006
Revised & Adopted: 11/24/03
Revised & Adopted 9/23/02
Adopted 11/27/95

APPLICATION FOR WAIVER OF STUDENT INSTRUCTIONAL MATERIALS FEES

Under Ohio Law 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. 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 pupil enrichment programs that are not a course of instruction . Students eligible for free lunch 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 _____
Revised & Adopted: 12/21/09
Adopted 4/26/01

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 officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the students 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 students education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the students 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 students 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 students education records as directory information.

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

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

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the Districts 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 students education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

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

Legal Refs. Family Educational Rights and Privacy Act; 20 USC ° 1232g
The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.
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, Publics Right to Know
KKA, Recruiters in the Schools

Revised & Adopted:3/23/09
Adopted 4/26/01

Adams County/Ohio Valley School District
REQUEST FOR RECORDS

Date: _____

TO: _____

_____ has enrolled in the Adams County/Ohio Valley

School District in the _____ grade. You are requested to send a copy of the school records of

the above named student. Please include:

- ❖ Date of Withdrawal
- ❖ **IEP and documentation of eligibility for special services**
- ❖ **Verification of date and place of birth**
- ❖ Grades to date of withdrawal
- ❖ Serious Behavior Problems
- ❖ **Attendance Records**
- ❖ Health Records
- ❖ **Standardized Test Information**
- ❖ **Other pertinent Information**

Parental permission is no longer required when records are requested by authorized school personnel. (Family Education Rights and Privacy Act Vol. 41 No. 118 Page 24673). **Thank you for promptly sending this information to:**

Enter School Name: _____

Address: _____

City, State, Zip: _____

Sincerely,

Adams County/Ohio Valley School District

Denial of Permission to Release Directory Information Without Prior Written Consent

Dear Parent:

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

Directory information includes the following kinds of information:

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

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

_____ The release of all directory information is denied.

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

_____	_____	_____
Name of Student	School	Grade
_____	_____	
Parent's/Guardian's Signature	Date	

Adopted:3/23/09

Adams County/Ohio Valley School District

STUDENT RECORDS

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

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

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

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

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

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. it is in the sole possession of the individual who made it;
 - B. used only as a personal memory aid and
 - C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute;
2. an employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course) 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 make the subject of a record known, including the student's name, the student's or student's family's address, the name of the student's parent or other family members, a personal identified such as a student's Social Security number or a biometric record, other indirect identifiers, such as the student's date of birth, place of birth or mother's maiden name, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty or information requested by a person who the District reasonable believes knows the identity of the student whom the education record relates.

ANNUAL NOTIFICATION

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

The notice includes the:

1. right of a parent(s) or eligible student to inspect and review the student's education records;
2. 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. 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 violation of student's 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
(Required)**

(Hypothetical)

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

(Actual fees and conditions for denial of copies are optional. A school district may state that it provides copies at no cost and upon request.)

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 fees 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

(If option to release directory information is exercised, the following procedure is required.)

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

1. 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

(If school officials have access, the first two paragraphs are required. A school district should establish its own criteria and definition of “legitimate educational interest.”)

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 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 or
5. employed by, or under contract to, the Board or 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 education interests. A District that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.

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

1. when students seek or intend to enroll in another school district or a postsecondary school. 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 receive of financial aid;
4. if an 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 contact 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 carryout their accrediting functions;
7. when parents of eligible students claim the student as a dependent;
8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision and
9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;
10. the disclosure is in connection with a health and safety emergency and
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.

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 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 to have access to personally identifiable information about a student if the Ohio Department of Education needs the information to:

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

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

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

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

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

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

(A procedure is required. The District shall establish a procedure which meets the requirements of the FERPA regulations.)

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 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 in a record that is accurate, not misleading or 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 responsible 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 make a written summary of any discussions with other officials and his/her findings in the matter. He/She transmits this summary and a copy of the written requests to the Superintendent.

Third-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.
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 the 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.

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