

**HANDBOOK OF POLICIES AND  
PROCEDURES**

**LEXINGTON LOCAL  
SCHOOL DISTRICT**

**LEXINGTON, OHIO**

*District schools are dedicated to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all regardless of race, color, national origin, sex, disability, or any other basis of unlawful discrimination.*

## **INTRODUCTION**

Unless otherwise indicated on the page of a specific policy, all policies and procedures contained in this Manual were adopted by the Board of Education of the Lexington Local School District and became effective on July 1, 2008.

The policies and procedures contained in this Manual are intended to supersede and replace all previous policies of the Board of Education of the Lexington Local School District. These policies are the official guidelines for the Lexington Local School District except for any part which inadvertently may be in conflict with law or any existing collective bargaining agreement.

The Board of Education, through legislative enactment, has many duties and responsibilities. Its primary role is to establish policy statements for the school district by which the district might govern itself. These policy statements shall be recorded in writing.

Whenever the Board of Education meets and enacts legislation, it is doing so within the framework of a body of knowledge that has been developed over its many years of operation. The Board of Education is empowered to make changes in its own philosophy as times change, or philosophies are altered, and these changes become new policy statements.

The minutes of the Board of Education represent the true policy decisions of the present and past boards of education. Any statement that is approved by the Board and recorded in the minutes is a policy decision, or a reflection of a philosophy. This total document is an attempt to categorize all such policy statements in a fashion that makes them retrievable. It must be understood that these policies are never in conflict with the Constitution or statutes of the United States and/or the State of Ohio. If a policy is found to be in conflict, then it shall be null and void. It is the intent of this Manual to provide a clear understanding of the school district to any reader.

Many of the policies in this Manual contain references to specific sections of the Ohio Revised Code (O.R.C.) and/or the Ohio Administrative Code (O.A.C.). These references are provided for purposes of convenience only and are designed to assist the reader in locating the relevant law or regulation in its entirety.

## **TABLE OF CONTENTS**

### **CHAPTER I -- BOARD OF EDUCATION**

- 1.00 Mission Statement
- 1.01 Educational Philosophy, Goals and Objectives
- 1.02 School District and Board of Education Legal Status
- 1.03 Formulation, Amendment, Dissemination and Update of Policies
- 1.04 Membership and Election of Board of Education
- 1.05 Major Functions of Board of Education
- 1.06 Authority and Functions of Board Members
- 1.07 Board Member Conflict of Interest
- 1.08 Compensation of Board Members
- 1.09 Officers of the Board of Education
- 1.10 Election of the Treasurer
- 1.11 Job Description - Treasurer
- 1.12 Evaluation of Treasurer
- 1.13 Incapacity of Treasurer
- 1.14 Committees
- 1.15 Board of Education Meetings
- 1.16 Public Participation at Board Meetings
- 1.17 School Board Conferences, Conventions and Workshops
- 1.18 Board - Staff Communications
- 1.19 Work Stoppages

### **CHAPTER II -- ADMINISTRATIVE ORGANIZATION / PERSONNEL**

- 2.00 Appointment of Superintendent of Schools
  - 2.01 Job Description - Superintendent
  - 2.02 Evaluation of the Superintendent
  - 2.03 Incapacity of the Superintendent
  - 2.04 Employment of Principals and Other Administrators
  - 2.05 Evaluation of Administrators
  - 2.06 Administrative Staff Reduction in Force
  - 2.07 Employment of Retired Administrators
-

## TABLE OF CONTENTS

### **CHAPTER III -- GENERAL PERSONNEL**

- 3.00 Equal Employment Opportunity
- 3.01 Verification of Employment Eligibility
- 3.02 Report of New Hires
- 3.03 Criminal Records Check
- 3.04 Physical Examination and Tuberculin Screening
- 3.05 Family and Medical Leave Act
- 3.06 Staff Conduct
- 3.07 Staff Participation in Political Activities and Levy Campaigns
- 3.08 Staff Development
- 3.09 Democratic/Ethical Principles
- 3.10 Alcohol and Drug-Free Schools
- 3.11 Alcohol and Drug Abuse Testing of Employees Performing Safety-Sensitive Duties
- 3.12 Staff Gifts
- 3.13 Staff E-Mail and Internet Access
- 3.14 Tuition for Employees' Children
- 3.15 Employee Medical Information
- 3.16 Intellectual Property

### **CHAPTER IV -- INSTRUCTIONAL PERSONNEL**

- 4.00 Professional Staff Positions, Recruiting, and Employment
- 4.01 Employment of Substitute Staff
- 4.02 Student Teacher Policy
- 4.03 Length of School Day
- 4.04 Lesson Plan Books
- 4.05 Evaluation of Teachers
- 4.06 Evaluation of School Counselors

### **CHAPTER V -- CLASSIFIED PERSONNEL**

- 5.00 Employment of Classified Personnel
  - 5.01 Employment of Substitutes
  - 5.02 Evaluation of Classified Personnel (Non-Union)
  - 5.03 Support Staff Hours and Overtime (Non-Union)
  - 5.04 Vacation Usage (Non-Union)
-

## TABLE OF CONTENTS

### **CHAPTER VI -- PUPIL PERSONNEL**

- 6.00 Compulsory School Attendance
  - 6.01 Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation
  - 6.02 Initial Admission of Students
  - 6.03 Students Transferring from State-Approved, Nonpublic Schools
  - 6.04 Enrollment of Home Education Students
  - 6.05 Intra-District Open Enrollment
  - 6.06 Inter-District Open Enrollment
  - 6.07 Enrollment of Children of Nonresident Parents
  - 6.08 Married and Pregnant Students
  - 6.09 Student Absences and Excuses
  - 6.10 Habitual and Chronic Truancy Intervention Strategies
  - 6.11 Student Attendance Accounting/Missing Children
  - 6.12 Student Dismissal Precautions
  - 6.13 Withdrawal from School
  - 6.14 Grading Systems
  - 6.15 Honor Program for Graduation
  - 6.16 Graduation/Diploma Requirements
  - 6.17 Administration of Student Records
  - 6.18 Screenings, Surveys, Physical Examinations, and Instructional Materials
  - 6.19 Student Accident Insurance
  - 6.20 Student Conduct and Disciplinary Procedures
  - 6.21 Code of Student Conduct
  - 6.22 Removal From Co-Curricular Activities
  - 6.23 Suspension of Bus Riding/Transportation Privileges
  - 6.24 Drug and Alcohol Abuse (Drug-Free Schools) and Anabolic Steroids
  - 6.25 Counterfeit or Look-Alike Drugs
  - 6.26 Hazing
  - 6.27 Student Dress Code
  - 6.28 Anti-Gang Policy
  - 6.29 Student Fees, Fines, and Charges
  - 6.30 Interrogations and Searches
  - 6.31 Pupil Health and Safety
  - 6.32 Immunization
  - 6.33 Student Health Services and First Aid
  - 6.34 Communicable Diseases
  - 6.341 Control of Head Lice
  - 6.35 Administering Medication to Students
  - 6.36 Asthma Medication
-

## **TABLE OF CONTENTS**

6.361	Epinephrine Autoinjector
6.37	Use of Tobacco
6.38	Emergency Medical Authorization
6.39	Notification of Suspected Child Abuse
6.40	Fire and Tornado Warning Drills
6.41	Equal Access
6.42	Student Fund Raising
6.43	School and Non-School Sponsored Expression
6.44	Transportation
6.45	School Bus Emergency and Evacuation Procedures
6.46	Transportation of Students in Board-Owned Vehicles
6.47	Students with Food Allergies
6.48	Restraint and Seclusion
6.49	Diabetes Care
6.50	CPR and AED Training
6.51	Student Conduct – Zero Tolerance

## **CHAPTER VII -- INSTRUCTIONAL PROGRAM**

7.00	Equal Educational Opportunity
7.01	Curriculum and Instruction
7.02	Curriculum Guides and Courses of Study
7.03	Summer School Program
7.04	Promotion, Placement, and Retention
7.05	Remediation/Intervention Program
7.06	Diagnostic Assessments
7.07	Academic Prevention/Intervention Services
7.08	Special Accommodations for Students and Testing
7.09	Achievement Testing Policies
7.10	Educational Options
7.11	Career-Technical Education Program
7.12	Homebound Instruction Program
7.13	Home Schooling
7.14	Special Education Program
7.15	Gifted Education Program
7.16	College Credit Plus
7.17	Guidance Program
7.18	Teaching About Religion
7.19	Extracurricular Activities
7.20	Extracurricular Activities Academic Policy
7.21	Interscholastic Athletics
7.22	Student Organizations

---

## **TABLE OF CONTENTS**

- 7.23 Field Trips
- 7.24 Facilities
- 7.25 Selection of Textbooks, Electronic Textbooks, and Supplementary Materials
- 7.26 Selection of Resource Materials and Equipment Other Than Textbooks
- 7.27 Selection of Library-Media Materials
- 7.28 Homework
- 7.29 Computer Network and Internet Acceptable Use Policy and Agreement
- 7.30 Credit Flexibility
- 7.31 Career Advising

### **CHAPTER VIII – FISCAL MANAGEMENT**

- 8.00 Fiscal Management Goals
- 8.01 Financial Planning
- 8.02 Annual Budget
- 8.03 Financial Reports
- 8.04 Investment Policy
- 8.05 Student Activity Fund Management
- 8.06 Petty Cash Account
- 8.07 Tax Sheltered Annuities and Deferred Compensation Plans
- 8.08 Cash in School Buildings
- 8.09 Staff Development, Refreshments, and Awards
- 8.10 Compensation from Vendors
- 8.11 Expense Reimbursements
- 8.12 Use of Credit Cards
- 8.13 Cell Phone Usage
- 8.14 Purchases
- 8.15 Local Purchasing
- 8.16 Fixed Asset Accounting System
- 8.17 Uniform Federal Grant Guidance
- 8.18 Credit Card Policy
- 8.19 Time and Effort Reporting
- 8.20 Procurement With Federal Grants/Funds
- 8.21 Disposal of Property

### **CHAPTER IX – COMMUNITY RELATIONS**

- 9.00 Community Relations Program
  - 9.01 Parental Involvement in Education
  - 9.02 Parent Participation in Title I Programs
  - 9.03 School Visitors
  - 9.04 Organizations Supporting Education
  - 9.05 Gifts, Grants and Donations
  - 9.06 Emergency Closings
  - 9.07 Community Use of School Facilities
-

## TABLE OF CONTENTS

- 9.08 School Volunteers
- 9.09 Family and Civil Engagement Team

### **CHAPTER X – MISCELLANEOUS**

- 10.01 Personal Information Systems
- 10.02 HIPAA Privacy Policy
- 10.03 Public Records
- 10.04 Records Retention and Disposal Schedule
- 10.05 Harassment, Intimidation, and Bullying
- 10.06 Employee and Student Title IX Grievance Procedure
- 10.07 Student Complaints of Sexual Harassment
- 10.08 Employee Complaints of Sexual Harassment
- 10.09 Racial, Ethnic, National Origin Harassment and Discrimination Policy Covering Employees
- 10.10 Racial, Ethnic, National Origin Harassment and Discrimination Policy Covering Students
- 10.11 Section 504/ADA/Title VI Grievance Procedure
- 10.12 Smoke Free Schools
- 10.13 HIV/AIDS
- 10.14 Bloodborne Pathogens
- 10.15 Indoor Air Quality Plan
- 10.16 School Safety Plan
- 10.17 School Ceremonies and Observances/Patriotic Exercises
- 10.18 Copyright Law
- 10.19 Report of Serious Violations
- 10.20 Food Sale Standards and Services
- 10.21 School Wellness Policy
- 10.22 Music Hall of Fame Policy
- 10.23 Application of Pesticides
- 10.24 Hand Washing Policy
- 10.25 No Idling
- 10.26 Health and Safety in School Buildings
- 10.28 Eligibility for Free or Reduced Price Meals or Free Milk
- 10.29 Child Find
- 10.30 Crowdfunding
- 10.31 Student Meal Charges

### **CHAPTER XI – JOB DESCRIPTIONS**

- 11.01 Assistant Superintendent
  - 11.02 Technology Director
  - 11.03 Technology Systems Manager and Assistant Tech Director
-



## TABLE OF CONTENTS

11.04	High School Principal
11.05	Assistant Principal
11.06	Assistant Principal
11.07	Dean of Students
11.08	Junior High Principal
11.09	Elementary Principal
11.091	Teacher
11.092	High School Guidance Counselor
11.093	Junior High School Guidance Counselor
11.094	TAG Coordinator
11.10	Athletic Director – High School
11.11	Assistant Athletic Director – High School
11.12	Director of Transportation
11.13	Director of Food Services
11.131	Cafeteria Supervisor
11.14	Director of Buildings and Grounds
11.15	Assistant Director of Buildings and Grounds
11.16	Custodial Supervisor
11.161	Custodian
11.17	Head Mechanic
11.18	Mechanic
11.19	Bus Driver
11.20	Bus Driver Training Instructor
11.21	Bus Aide (Disabled Children)
11.22	Head Cook
11.23	Head Cashier
11.24	Cafeteria Employee
11.25	Groundskeeper
11.26	Maintenance Employee
11.27	Secretary/Clerical (Board of Education Office)
11.28	Secretary/Clerical – Payroll (Board of Education Office)
11.29	Secretary/Clerical
11.30	Educational Aide
11.31	Elementary Librarian
11.32	Treasurer Assistants – Accounts Payable/Accounts Receivable
11.33	EMIS Coordinator
11.34	Multi-Handicapped Educational Assistant

---

**CHECKLIST OF  
MANDATORY BOARD POLICIES**

<b>POLICY</b>	<b>LEGAL REFERENCE</b>	<b>LEXINGTON LOCAL POLICY</b>
<b>BOARD OF EDUCATION:</b>		
Evaluation of Treasurer	ORC 3313.22	1.12
Incapacity of the Treasurer	ORC 3313.23	1.13
Sunshine Law/Notice of Meetings	ORC 121.22	1.15
<b>ADMINISTRATIVE ORGANIZATION/ PERSONNEL:</b>		
Employment and Duties of Superintendent	ORC 3319.01	2.00, 2.01
Evaluation of the Superintendent	OAC 3301-35-05(A)(6) ORC 3319.01	2.02
Incapacity of the Superintendent	ORC 3319.011	2.03
Evaluation of Administrators	OAC 3301-35-05(A)(6) ORC 3319.02	2.05
Administrative Personnel Suspension	ORC 3319.171	2.06
<b>GENERAL PERSONNEL:</b>		
Equal Employment Opportunity	ORC Chapter 4112 OAC 3301-35-05(A)	3.00
Report of New Hires	ORC 3121.89-3121.8911	3.02
Criminal Records Check	OAC 3301-20-01 ORC 109.572 ORC 109.57 ORC 3319.39 OAC 3301-35-05(A)(2)	3.03
Family and Medical Leave Act	PL 103-3 29 USC 2601 <u>et seq.</u>	3.05
Professional Staff Development	OAC 3301-35-05(A)(8) OAC 3301-35-04(E)(4) ORC 3313.20(D)	3.08
Democratic/Ethical Principles	OAC 3301-35-04(B)(3) ORC 3313.602	3.09
Drug-Free Workplace/Schools	41 USC 701 <u>et seq.</u> 20 USC 3171 <u>et seq.</u>	3.10, 6.24
<b>INSTRUCTIONAL PERSONNEL:</b>		
Teacher Evaluation	ORC 3319.111	CBA Art. VI, Sec. G.
<b>CLASSIFIED PERSONNEL:</b>		
Bus Driver Drug Testing	49 USC 2717 OAC 3301-83-07	3.11
Evaluation	OAC 3301-35-05(A)(7)	5.02, CBA Art. 22

POLICY	LEGAL REFERENCE	LEXINGTON LOCAL POLICY
<b>PUPIL PERSONNEL:</b>		
Entrance Age and Requirements	ORC 3321.01 OAC 3301-35-04(F)(4)(a)	6.00
Pupil Admission, Placement & Withdrawal	OAC 3301-35-04(F)(4) ORC 3321.13	6.02, 6.07, 6.13
Early Entrance Testing/Academic Acceleration	ORC 3321.01 ORC 3324.10	6.01
Student Transfer from Other Schools	OAC 3301-35-04(F)(4)(b)	6.03, 6.04
Intradistrict Open Enrollment	ORC 3313.97(B)	6.05
Interdistrict Open Enrollment	ORC 3313.98(B)	6.06
Homeless Students	ORC 3313.64 42 U.S.C. 11431 <u>et seq.</u>	6.07
Married and Pregnant Students	34 CFR 106.40	6.08
Student Attendance, Absences and Excuses	OAC 3301-35-04(A)(1) ORC 3321.13	6.09
Habitual Truancy Intervention Strategies	ORC 3321.191	6.10
Missing Children	ORC 3313.205 ORC 3313.672 ORC 3313.96(B)	6.02, 6.11
Suspension of Driving Privileges	ORC 3321.13(B)(2)	6.09, 6.13
Promotion, Placement and Retention	ORC 3313.60 ORC 3313.608 ORC 3313.609 ORC 3301.0711 OAC 3301-35-04(F)(3)	7.04
Grading Systems/Pupil Progress Reports	OAC 3301-35-04(F)(1) OAC 3301-35-04(A)(5)	6.14
Graduation Requirements	ORC 3313.615 ORC 3313.603 ORC 3313.614 OAC 3301-35-04(C)(3)(a)	6.16
Administration of Student Records	ORC 3319.321 OAC 3301-35-04(F)(2)	6.17
Permanent Exclusion	ORC 3313.66 ORC 3313.661 ORC 3313.662	6.20
Corporal Punishment	ORC 3319.41	6.20
Student Conduct and Disciplinary Procedures	OAC 3301-35-06(I)(2)(e) ORC 3313.66 ORC 3313.661	6.20
Student Privacy	Pupil Protection Rights Amendment (PPRA) of No Child Left Behind Act	6.18

<b>POLICY</b>	<b>LEGAL REFERENCE</b>	<b>LEXINGTON LOCAL POLICY</b>
Dangerous Weapons/Knives	ORC 3313.66 ORC 3313.661	6.20, 6.21
Criminal Acts	ORC 3313.66 ORC 3313.661	6.20, 6.21
Removal from Extra-Curricular Activities (optional)	ORC 3313.664	6.22
Dress Code/School Uniforms (optional)	ORC 3313.665	6.21, 6.27
Prohibition of Electronic Communications Devices (optional)	ORC 3313.753(B)	6.21
Student Conduct (Zero Tolerance)	ORC 3313.534	6.20
Drug, Alcohol, and Tobacco Program	ORC 3313.60 ORC 3313.95	6.24
Counterfeit Drugs	Sec. 3 of Am. HB 535	6.25
Steroid Warning	ORC 3313.752	6.24
Hazing	ORC 2903.31 ORC 2307.44	6.21, 6.26
Interrogations and Searches	ORC 3313.20(B)	6.30
Pupil Health & Safety	OAC 3301-35-06(I)(1)(c)	6.31
Use of Tobacco	ORC 3313.751(C)	6.21, 6.37
Administering Medication to Students	ORC 3313.713(B)	6.35
Asthma Medication	ORC 3313.716	6.36
Epinephrine Autoinjector	ORC 3313.718	6.361
Child Abuse Prevention Training	ORC 3319.073	6.39
Bomb Threats	ORC 3313.66 ORC 3313.661	6.20, 6.21
Equal Access	20 USC 4071	6.41
School Bus Riding Program	ORC 3327.16(B)	6.44
Pupil Transportation Management	OAC 3301-83-08	6.44
Bus Riding Suspension (optional)	ORC 3327.014	6.23
School Bus Emergency & Evacuation Procedures	OAC 3301-83-15	6.45
Transportation of Students in Board Owned Vehicles (Vans)	OAC 3301-83-19	6.46
<b>INSTRUCTIONAL PROGRAM:</b>		
Equal Educational Opportunity	OAC 3301-35-04(A)(1)	7.00
Curriculum and Instruction	ORC 3301.07 ORC 3313.60 OAC 3301-35-04(B)	7.01

<b>POLICY</b>	<b>LEGAL REFERENCE</b>	<b>LEXINGTON LOCAL POLICY</b>
Curriculum Guides and Courses of Study	ORC 3313.60 OAC 3301-35-04(B)(5)	7.02
Testing Programs/Student Assessment	OAC 3301-35-04(E)	7.09
Remediation/Intervention Program	ORC 3313.608	7.05
Diagnostic Assessments	ORC 3313.6012	7.06
Academic Prevention/Intervention Services	ORC 3313.6012	7.07
Special Accommodations for Students and Testing	OAC 3301-35-04(E)(3)	7.08
Proficiency/Achievement Testing Policies	OAC Chapter 3301-13 ORC 3301.0710 <u>et seq.</u>	7.09
Educational Options (optional)	OAC 3301-35-01(B)(6) OAC 3301-35-06 (G)	7.10
Experimental Programs (optional)	OAC 3301-35-06(H)	N/A
Post-Secondary Enrollment Program	OAC 3301-35-04(D) ORC Chapter 3365	7.16
Special Education Program	ORC Chapter 3323 OAC Chapter 3301-51	7.14
Gifted Education	ORC Chapter 3324	7.15
Extracurricular Activities/Loss of Instructional Time	ORC 3313.53	7.19
Athletic Academic Eligibility	ORC 3313.535	7.20
Facilities	OAC 3301-35-06(I)(2)(b)	7.24
Selection of Textbooks and Supplementary Materials/Selection of Resource Materials and Equipment	OAC 3301-35-06(I)(1)	7.25, 7.26
Selection of Library Materials	OAC 3301-35-06(I)(1)	7.27
Evaluation of Educational Programs/Resources	OAC 3301-35-02(B)(4) and (5) OAC 3301-35-04(A)(3) OAC 3301-35-06(J)(2)	7.01, 7.02
Phonics	OAC 3301-33-01 OAC 3301-35-06(A)(4)	7.01
Alternative School (optional)	ORC 3313.533(A)	N/A
Parental Education/Training Program (optional)	ORC 3313.663	N/A
Guarantee of Specific Competency Level (optional)	ORC 3313.647	N/A
Educational Philosophy and Objectives	OAC 3301-35-02(A)	1.01

<b>POLICY</b>	<b>LEGAL REFERENCE</b>	<b>LEXINGTON LOCAL POLICY</b>
<b>COMMUNITY RELATIONS:</b>		
Community Relations Program/Public Information Program	OAC 3301-35-06(J)	9.00
Parental Involvement in Education	OAC 3301-35-06(J)(1)(a) ORC 3313.472	9.01
Parental Participation in Title I Programs	No Child Left Behind Act	9.02
School Visitors	ORC 3313.20	9.03
Community Use of School Facilities	ORC 3313.77	9.07
Progress Reports	ORC 3313.94	9.00
Business Advisory Council	ORC 3313.174	9.09
<b>FISCAL MANAGEMENT:</b>		
Textbook and Instructional Materials Fund	ORC 3315.17	8.02
Capital and Maintenance Fund	ORC 3315.18	8.02
Investments	ORC 135.14(N)	8.04
Compensation from Vendors	Auditor Bulletin 2000-006	8.10
<b>MISCELLANEOUS:</b>		
Personal Information Systems	ORC 1347.05	10.01
Records Retention and Disposal	ORC 149.41	10.04
Public Records	ORC 149.43	10.03
Title IX Compliance/Grievance Procedure	34 CFR 106.8(a)	10.06
Section 504/ADA Compliance/Grievance Procedure	34 CFR 104.7 28 CFR 35.107	10.11
Sexual Harassment	ORC Chapter 4112 Title VII Title IX	10.07, 10.08
Harassment and Bullying	ORC 3313.666	10.05
Smoke-Free Schools	PL 103-227	10.12
Bloodborne Pathogens	29 CFR 1910.1030	10.14
School Ceremonies and Observances/Patriotic Exercises	ORC 3313.602	10.17
Heimlich Maneuver	ORC 3313.815	10.20
Standards for Sale of Food	ORC 3313.814	10.20
Child Nutrition/Wellness	PL 108.265 Sec. 204	10.21
HIPAA Privacy	HIPAA Privacy/Security Regulations	10.02
<b>JOB DESCRIPTIONS:</b>		Chapter XI

Revised: January 7, 2008

**BOARD OF EDUCATION**  
**POLICIES**

**CHAPTER I**

**BOARD OF EDUCATION**

---

### **MISSION STATEMENT**

The mission statement expresses the unique purpose for which the organization exists and the specific function which it performs.

The Mission Statement of the Lexington Local Schools, is:

The Lexington Local Schools, through a partnership with our children's families and our community, will provide the best possible curricular and co-curricular opportunities to challenge all students to reach their highest potential, to enjoy learning and to make positive contributions within their homes and communities.



### **EDUCATIONAL PHILOSOPHY, GOALS AND OBJECTIVES**

The Board of Education believes that each individual should be accepted into the educational programs as he/she is, and that a stimulating and invigorating environment should be provided with opportunities for learning experiences designed to promote desirable behavioral changes that will affect continuing satisfactory adjustments to life.

In the practical application of this philosophy, the Board of Education believes that each individual shall be provided with opportunities within the limits of his/her capabilities. To this end the schools are dedicated to:

- A. Helping each pupil develop the ability to seek and find information from valid sources, properly selected upon the basis of suitability of needs, and to evaluate critically and reasonably the results of the entire process.
- B. Helping each pupil to understand and to participate intelligently in the operation of the democratic society:
  - 1. Homeroom organizations
  - 2. Activity committees
  - 3. Class activities
  - 4. Education campaigns
  - 5. Clubs
  - 6. Honor societies
  - 7. Community activities
  - 8. Music, art and cultural activities
  - 9. Social functions
- C. Helping each pupil acquire fundamental knowledge and skills which are necessary for effective living:
  - 1. Oral and written expression
  - 2. Reading
  - 3. Arithmetic
  - 4. Wholesome attitudes
  - 5. The spirit of healthy team work
  - 6. Character
  - 7. Understanding of the American way of life

- D. Helping each pupil in the school community to discover and develop special interests, aptitudes and capacities:
1. Music
  2. Art
  3. Language
  4. Mathematics
  5. Social sciences
  6. Science
  7. Vocational
  8. Athletics
  9. Dramatics
  10. Publications
- E. Promoting and supervising recreational, social and other leisure-time interests.
- F. Helping each pupil develop emotional controls, a proper sense of values, and tolerance.
- G. Making available the wisdom of the past and the best experiences of contemporaries, to present the American heritage so that there may be an appropriate development of the pupil in adjusting himself/herself to society.
- H. Teaching, by precept and example, the dignity of work, the joy of achievement, the pleasure of sport, the inestimable value of loyal friendship and kindly human sympathy, respect for law and order, and love of country.

### Educational Goals

As a base against which to assess school needs and set objectives for the educational program, the Board of Education, following consultation with teaching staff members, pupils, parents and other residents of the district, adopts the following educational outcome goals for every pupil in this district:

- A. To acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively;
- B. To acquire a stock of basic information concerning the principles of the physical, biological and social sciences, the historical record of human achievements and failures and current social issues;

- C. To become an effective and responsible contributor to the decision-making processes of the political and other institutions of the community, state, country, and world;
- D. To acquire the knowledge, skills, and understanding that permit him/her to play a satisfying and responsible role as both producer and consumer;
- E. To acquire the knowledge, habits, and attitudes that promote personal and public health, both physical and mental;
- F. To acquire an understanding of ethical principles and the ability to apply them to his/her own life;
- G. To develop an understanding of his/her own worth, abilities, potentialities, and limitations; and
- H. To learn to enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

#### Educational Process Goals

In order to achieve the educational goals for children adopted by this Board of Education, the Board will strive to implement the following educational goals:

- A. Instruction which is organized and defined by an adopted course of study;
- B. Instruction which bears a meaningful relationship to the present and future needs and/or interests of pupils;
- C. Specialized individualized kinds of educational experiences to meet the needs of each pupil;
- D. An environment in which any competition among pupils is positive;
- E. Resources for education, used with maximum efficiency;
- F. Teacher, administrative, and support staff members of high quality; and
- G. Diverse forms of constructive cooperation with parents and community groups.

### **SCHOOL DISTRICT AND BOARD OF EDUCATION LEGAL STATUS**

The Board of Education is the body vested with the management and control of all of the schools of the Lexington Local School District, and its official title shall be “The Board of Education of the Lexington Local School District, Richland County, Ohio.”

The responsibility for public education is a function of the state. The Constitution of the State of Ohio makes the establishment of free public schools mandatory and directs the General Assembly to carry out this requirement. The General Assembly has delegated the authority to operate a system of free public schools to local boards of education but, at the same time, retained absolute control over the entire school system of the state. A board of education may exercise only those powers delegated to it by the statutes or such implied or incidental powers as are reasonably necessary to carry out fully the express powers, and cannot, by its own action, make any additions or changes in its powers.

The Board of Education has the dual responsibility of acting within the scope of authority conferred upon it by the General Assembly and on behalf of all of the people of the school district in the performance of its duties.

The legal status for education in the Lexington Local School District is expressed in the Ohio Constitution, the statutes enacted by the Ohio Legislature, the Ohio Revised Code, and State Board of Education regulations. The official name of this school district shall be “The Lexington Local School District.”

#### **Type of District**

The Lexington Local School District shall be known as a local school district according to O.R.C. §3311.03. It shall remain a local school district until such time as it is able and willing to change its status to a city school district in accordance with O.R.C. §3311.07.

## **FORMULATION, AMENDMENT, DISSEMINATION AND UPDATE OF POLICIES**

### Formulation and Amendment

The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school system. The formal adoption of policy shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Policy adoption or amendment should follow an orderly procedure.

- A. Some preliminary discussion regarding a major new policy statement or an amendment to an existing policy should occur between the Board of Education, the Superintendent, his/her staff if necessary, and others as might be required.
- B. The Superintendent or his/her designee should draft the policy statement or amendment prior to the official Board meeting for action.
- C. All policy proposals or amendments should be titled and numbered as appropriate to subject and in conformance with the numerical system used in the Board policy manual.
- D. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they were adopted. They shall then be included in the policy manual of the district.
- E. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

### Dissemination

The Superintendent is directed to make policies adopted by the Board of Education accessible to the public, employees, and Board members. All policy manuals shall remain the property of the Board.

### Suspension of Policies

The operation of any section or sections of Board of Education policies, not required by law or contract, may be temporarily suspended by a majority vote of the Board of Education members present at a regular or special meeting of the Board, or by the Board's designee.

Handbooks and Directives

Student and/or employee handbooks, directories, curriculum guides, and other similar publications may be issued by the Administration. These materials must conform to Board policy and if not, they must be approved by the Board before publication and dissemination.

### **MEMBERSHIP AND ELECTION OF BOARD OF EDUCATION**

The Board of Education of the Lexington Local School District shall consist of five (5) members who shall be electors residing in the school district. Candidates for membership on the Board shall be nominated in accordance with the provisions of O.R.C. §3513.254. The Board members shall be elected at large by the qualified electors of the school district on a nonpartisan ballot on the first Tuesday following the first Monday in November in odd-numbered years (O.R.C. §3501.02). Vacancies on the Board will be filled in accordance with O.R.C. §§3313.11 and 3313.85. Before the Board fills any vacancy in its membership caused by resignation, the written resignation of the member shall be filed with the Treasurer.

The term of office of a Board member shall begin on the first day of January after election and shall continue for four (4) years or until a successor is elected and qualified. Before beginning elected duties, the Board member shall take an oath of office as required by O.R.C. §3313.10. Such oath may be administered by the Treasurer, by any member of the Board, or by any person authorized to administer oaths.

The oath shall be as follows:

“I, \_\_\_\_\_, do hereby swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio, and that I will to the best of my ability faithfully perform and discharge the duties of my office as a member of the Lexington Local School District Board of Education.”

### **MAJOR FUNCTIONS OF BOARD OF EDUCATION**

The chief function of the Board of Education is policy-making in nature. The Board formulates and adopts written policies regarding personnel, administration of pupil personnel, educational programs and instructional materials, facilities and equipment, finances, and public relations for the quality education of the youth of the school district.

The Board, functioning within the framework of laws, court decisions, Attorney General opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the State, fulfills its mission as the governing body of the school district by acting as follows in the execution of its duties:

- A. Approves policies;
- B. Approves courses of study, textbook adoptions, and provides instructional aids;
- C. Selects and appoints the Superintendent and Treasurer;
- D. Upon the recommendation of the Superintendent, when required, employs all staff members and fixes and prescribes their duties;
- E. Approves the budget, financial reports, audits, major expenditures and payment of obligations;
- F. Estimates and seeks to provide funds for the operation, support, maintenance, improvement, and extension of the school system;
- G. Provides for the planning, expansion, improvement, financing, construction, maintenance, use and disposition of physical plants of the school system;
- H. Prescribes the minimum standards needed for the efficient operation and improvement of the school system;
- I. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system;
- J. Requires the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business; and
- K. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public.



### **AUTHORITY AND FUNCTIONS OF BOARD MEMBERS**

Inasmuch as the Board of Education is a legal entity, Board members have authority only when acting as a Board legally in session. An individual Board member has no legal authority or power to act for or to commit the Board, except when performing duties expressly and specifically authorized by the Board. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is in pursuance of specific instruction or authorization by the Board. Board members should not disclose confidential information.

Personal statements or commitments made other than in Board meetings frequently produce misunderstanding and embarrassment for individual members, the Board, and school officials. Since such actions tend to reduce the effectiveness of the schools, they should be avoided.

The Board of Education shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school system. Board members should refer individuals having questions and/or complaints directly to the appropriate administrator.

### **BOARD MEMBER CONFLICT OF INTEREST**

The Board and individual members will follow the letter and spirit of the law regarding ethics and conflicts of interest.

This policy is designed to prevent placing Board members in positions in which personal interest in the public schools and place of employment might conflict and to avoid appearances of conflict of interest, even though such conflict may not exist.

The law specifically forbids Board members from engaging in certain conduct. These prohibitions include, but are not limited to:

- A. A member from being employed for compensation by the Board;
- B. A member from having, directly or indirectly, any pecuniary interest in any contract with the Board;
- C. A member from voting on a contract with a person as a teacher or instructor, if he/she is related to that person as father, mother, spouse, brother, or sister.
- D. A member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract in which he/she, a member of his/her family or his/her business associates have an interest;
- E. A member from having an interest in the profits or benefits of a public contract entered into by, or for, the use of the school district; and
- F. A member from occupying any position of profit during his/her term of office or within one year thereafter, in the prosecution of a public contract authorized by him/her or the Board of Education of which he/she was a member at the time of authorization of that contract.

#### Board Member Ethics

All Board members must adhere to the “Code of Ethics” adopted by the Ohio School Boards Association, and comply with Ohio’s Ethics Laws as interpreted by the Ohio Ethics Commission.

LEGAL REFS: O.R.C. §§102.01 et seq., 2921.01; 2921.42; 3313.13; 3313.33

Adopted: April 18, 2018

## **COMPENSATION OF BOARD MEMBERS**

### Compensation

Each Board member shall be compensated at the maximum rate authorized by law for all meetings attended as provided in O.R.C. §3313.12. However, a Board member shall not be permitted to receive an increase in his/her compensation during a term of office.

### Expenses

Expenses of a Board member incurred in the performance of his/her duties and expenses of a member-elect in training and orientation will be paid from the Board service fund, provided that each such member or member-elect applies for such payment with a written statement of his/her expenses in accordance with O.R.C. §3315.15.

Each Board member may also be paid compensation at the maximum rate authorized by law to cover the actual and necessary expenses incurred during attendance at an approved training program.

### Insurance

Each Board member shall be permitted to request coverage for themselves and/or families in the district's group health and life insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute "pecuniary interest" in any contract as provided in O.R.C. §3313.202(D).

The Board shall maintain adequate insurance to protect its members against liability on account of damages or injury to persons and/or property resulting from any act or omission of any member in his/her official capacity as a member of the Board, or resulting solely out of membership on the Board, as provided in O.R.C. §3313.203.

## **OFFICERS OF THE BOARD OF EDUCATION**

The officers of the Board shall consist of a President and a Vice-President.

### **The President**

The duties of the President shall be to preside at all meetings of the Board, to preserve order, and enforce rules of procedure. The President shall have all the rights and privileges of any Board member, including those of making or seconding motions, voting on all actions of the Board, and participating in discussions and deliberations. The President shall sign all bonds, notes, agreements, deeds and leases, and such other instruments as directed by the Board of Education and all proceedings of the Board after they have been approved by the Board. The President shall be the custodian of the official bond of the Treasurer, which bond shall be recorded in the minutes of the Board signed by the President.

In addition to the duties prescribed by law or by the rules of the Board, the President shall exercise such other powers which legally and properly appertain to his/her office, or may be delegated to him/her by the Board.

The President shall be the representative of the Board at functions of a social nature, or at functions where the Board should be represented as a means of good public or school relationship. The President may delegate such duties to any other Board member or members.

The President shall provide a performance bond. The Board shall pay for the bond.

### **The Vice-President**

In case of the absence or disability of the President, the Vice-President shall perform all duties of the President until the President resumes office. In case of a vacancy in the office of the President, the Vice-President shall become President and shall serve until the next organizational meeting of the Board.

In case of a vacancy in the office of the Vice-President, the unexpired term shall be filled by a majority vote of the Board at the next regular meeting.

### **The President Pro Tempore**

In case of the absence or disability of both the President and the Vice-President, a President Pro Tempore, to be chosen by majority vote of the members present and voting, shall perform all duties of the President until the President or the Vice-President resumes his/her office.

In case of a vacancy in the office of both President and Vice-President, the remaining members of the Board shall fill the vacancies at their next regular meeting by majority of the members present and voting.

### **ELECTION OF THE TREASURER**

As required by law, the Board will appoint an individual to serve as Treasurer, who will be the chief fiscal officer of the District. The Treasurer shall hold a valid license and shall be appointed at a regular or special meeting of the Board for a term not longer than five (5) years beginning the first day of August and ending the thirty-first day of July. The Treasurer may not be a member of the Board of Education or otherwise regularly employed by the Board. A vacancy occurring in the office of the Treasurer during the term thereof shall be filled by the appointment of a successor for a term not to exceed five (5) years from the preceding first day of August.

If the Board does not intend to re-appoint the Treasurer, it will notify the Treasurer in writing of such intention on or before the first day of March of the year in which his/her contract of employment expires. If the Board does not give such notice by the specified date, the Treasurer is considered re-employed for a term of one (1) year at the same salary plus any increments authorized by the Board.

The Board shall execute a written contract with the Treasurer. The duties of the Treasurer shall be those outlined in O.R.C. §§3313.22 to 3313.32, inclusive, and the job description adopted by the Board.

The Board of Education may provide the Treasurer with paid vacation leave. Such vacation leave shall be specified in the Treasurer's individual employment contract. Upon the Treasurer's death, the Treasurer's separation from employment with the Board of Education, or at any other time prior thereto, including but not limited to on an annual basis, the Board of Education may pay the Treasurer (or the Treasurer's estate in the event of death) at the Treasurer's current rate of pay for all or a portion of the Treasurer's lawfully accrued and unused vacation leave. The terms and conditions governing such payment shall be specified in the Treasurer's individual employment contract.

A bond in an amount determined by the Board and payable to the state of Ohio shall be deposited by the Treasurer with the President of the Board and a certified copy filed with the County Auditor. The premium of such bond shall be paid by the Board of Education.

LEGAL REFS: O.R.C. §§3313.22; 3313.25; 124.39; 124.384

Revised: \_\_\_\_\_, 2011

**JOB DESCRIPTION - TREASURER**

**TITLE:** Treasurer of the Board of Education

**REPORTS TO:** Board of Education

**QUALIFICATIONS:**

1. Bachelor's Degree in Accounting or Business Administration.
2. Experience in the field of bookkeeping and accounting.
3. Ability to exercise good judgment and get along with others.
4. Knowledge of Government Accounting and State and Federal Laws relating to school budgeting and finance.
5. A treasurer's license issued by the State Board of Education.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**JOB GOAL:** To record and maintain all business of the Board of Education; be custodian and control disbursement of school monies; assist in preparing annual budget; keep Board informed of all monetary and correspondence activities.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

1. The Treasurer serves as secretary to the Board of Education and keeps a correct journal of its proceedings (O.R.C. §3313.26).
2. Serves as treasurer to the Board of Education and performs all other duties as imposed by state statute (O.R.C. §3313.51).
3. Keeps official files of all correspondence and pertinent reports and bulletins.
4. Receives and answers, in accordance with Board action, all official correspondence.
5. Opens and reads aloud all sealed bids received for construction, repair, improvements, equipment, sale of bonds, etc. (O.R.C. §3313.46).
6. Executes conveyances made by the Board of Education together with the Board President (O.R.C. §3313.33).

7. Performs such administrative duties as may be deemed advisable by the Board of Education which are not in conflict with the statutory duties.
8. Attests signatures of President and/or Vice-President on all documents requiring their signature.
9. Deposits all public funds of the district received from all sources according to the Uniform Depository Act (O.R.C. §3313.51).
10. Signs purchase orders and contracts therein certifying that sufficient monies are either in the treasury or in the process of collection to pay for materials and/or services (O.R.C. §5705.412).
11. Signs all checks issued for the disbursement of school funds (O.R.C. §3313.51).
12. Performs the task of issuance and sale of bonds under the provisions of the Uniform Bond Act of Ohio.
13. Arranges for the investment of surplus funds, if any, under the provisions of the Ohio Revised Code (O.R.C. §135.14).
14. Keeps accounts of all school funds on forms prescribed and approved by the Bureau of Public Inspection and Supervision.
15. Prepares a monthly financial statement to the Board of Education showing revenues, expenditures, encumbrances, and balances remaining in each sub-account of the appropriation (O.R.C. §3313.29).
16. Prepares the annual financial statement at the end of each fiscal year and publishes such in the press (O.R.C. §3313.29).
17. Compiles and files with the State Department of Education, State Auditor, and the County Auditor all financial reports required by law.
18. Assists the Superintendent in the preparation of the annual budget.
19. Prepares the annual appropriation resolution in cooperation with the Superintendent.
20. Receives settlements for workbooks purchased on behalf of each school during the calendar year from all building principals.
21. Performs such other duties as directed by the Board of Education or required by law.



**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of the Treasurer.

**TERMS OF  
EMPLOYMENT:** Salary and contract to be established at the organizational meetings of the Board of Education.

### **EVALUATION OF TREASURER**

The Board of Education shall evaluate the Treasurer, in writing, at least once per fiscal year. The basis for this evaluation shall be, but not be limited to, the Board adopted job description of the Treasurer. A copy of the written evaluation shall be made available to the Treasurer. The Treasurer shall have the right to make a written response to the evaluation, which will become a permanent attachment to the evaluation.

The annual evaluations shall be considered by the Board of Education in deciding whether to renew the Treasurer's contract; however, the establishment of this evaluation procedure does not create an expectancy of continued employment. Nothing contained herein shall prevent the Board of Education from making the final determination regarding the renewal/nonrenewal of the Treasurer's contract.

### **INCAPACITY OF THE TREASURER**

If the Treasurer is absent from any of the meetings of the Board of Education, the Board shall choose one of its members to serve in his/her place pro tempore.

A Treasurer Pro Tempore shall be appointed by a majority of the members of the Board of Education upon determining the Treasurer is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity shall be determined in one of the following ways:

- A. At the request of the Treasurer if the Treasurer is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- B. Upon the certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent without pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- C. Upon the determination of a referee pursuant to O.R.C. §3319.16 that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- D. Upon the granting of a leave of absence, without pay, requested by the Treasurer by reason of illness, injury or other disability of the Treasurer.
- E. Upon the placing of the Treasurer upon an unrequested leave of absence without pay by reason of illness or other disability of the Treasurer pursuant to O.R.C. §3319.13.

During this period of incapacity, the Treasurer shall:

- A.
  - 1. At his or her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy.
  - 2. At his or her request, or without such request, pursuant to O.R.C. §3319.13, be placed on a leave of absence without pay.
- B. The leave provided in subsection A.1. or 2. above shall not extend beyond the contract or term of office of the Treasurer.

The Treasurer shall, upon request to the Board of Education, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Treasurer to establish to its satisfaction that the Treasurer is capable of resuming such duties and further that the duties be resumed on a full-time basis.

The Board may demand that the Treasurer return to active service, and upon the determination that the Treasurer is able to resume his/her duties, the Treasurer shall return to active service.

The Treasurer may request a hearing before the Board of Education on any action taken under this policy and shall have the same rights in such hearing as are granted under O.R.C. §3319.16.

#### Treasurer Pro Tempore

The Treasurer Pro Tempore shall perform all of the duties and functions of the Treasurer and shall serve until the Treasurer is no longer incapacitated, or until the expiration of the Treasurer's contract, or term of office, whichever is sooner. The Treasurer Pro Tempore may be removed at any time for cause by a two-thirds (2/3) vote of the members of the Board. The Board shall fix the compensation of the Treasurer Pro Tempore in accordance with O.R.C. §3313.24. The Treasurer Pro Tempore shall execute a bond immediately after appointment in accordance with O.R.C. §3313.25 and shall immediately comply with the signature card requirements of the school district's depository.

### **COMMITTEES**

The President of the Board shall appoint all committees as needs arise and shall appoint the chairperson.

In case of death, resignation, or inability to act of any member of a committee during his/her term of service, the President of the Board may appoint a substitute who shall act during the unexpired term caused by the vacancy.

The duties of committees, if appointed, shall be advisory only and not executive. Each committee shall have the power to investigate, to consider all information, and to make recommendations to the Board.

Findings and recommendations of all committees shall be reported to the Board and shall not be binding until formally approved by the Board, unless the Board, by a majority vote, gives a committee power to act in a certain clearly defined area. When required, committee meetings shall be held in accordance with O.R.C. §121.22.

The Superintendent is also permitted to establish committees in accordance with Ohio law based upon the educational, financial or operational needs of the district.

## **BOARD OF EDUCATION MEETINGS**

Meetings of the Board of Education, whether organizational, regular, or special shall be open to the public at all times. A meeting is any prearranged discussion of the public business by a public body by a majority of its members. Minutes of the proceedings shall be promptly recorded and are public documents, open to the public for inspection. These requirements do not preclude the Board from conducting executive sessions as authorized by O.R.C. §121.22. However, no official business may be transacted except in open meetings, which the public may attend.

### **Annual Organizational Meeting**

The Board shall meet on a day occurring during the first fifteen (15) days of January of each year, and shall organize by electing one (1) of its members President and another Vice-President, both of whom shall serve for one (1) year and until their successors are elected and qualified. The Treasurer of the Board shall canvass the members of the new Board no later than December 31 to establish the day of the organizational meeting.

### **Regular Meetings**

Regular meetings of the Board of Education shall be held at the Board of Education offices, 103 Clever Lane, Lexington, Ohio 44904, on the third Monday of each month at 7:00 p.m. as fixed by the Board at the organizational meeting as required by law. The Board may change the date, time, and/or place of any regular meeting to a different date agreeable to the Board, and the Treasurer shall take appropriate steps to inform the public and media of the change within a reasonable time preceding the meeting.

A notice of the time and place of regularly scheduled meetings shall be given to the media who have requested notification. Any individual may ascertain the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

- A. Writing to the following address: Board of Education, Lexington Local Schools, 103 Clever Lane, Lexington, Ohio 44904; or
- B. Calling the following telephone number during normal business hours: (419) 884-2132.

### **Special Meetings**

A special meeting of the Board of Education may be called by the President, by the Treasurer, or by any two (2) members, by serving a written notice of the time, place and purpose of such meeting upon each member of the Board, at least two (2) days prior to the date of such meeting. Such notice must be signed by the official or members calling the meeting. The Treasurer shall take appropriate steps to inform the public and media of the special meeting at least twenty-four (24) hours in advance.

Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. Such notice will only be given, however, to one representative of any particular publication or radio or television station. The request shall provide the name of the individual media representative to be contacted, his/her mailing address, and a telephone number and a fax number where he/she can be reached. The Treasurer shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this section.

The Treasurer shall maintain a list of all persons who have requested, in writing, notice of all meetings at which any specific subject matter designated by such persons is scheduled to be discussed. Any person may have his/her name placed on such a list upon advance payment of the cost of this service, as determined by the Treasurer.

#### Work Sessions

The Board of Education reserves the right to call work and discussion sessions as required. These sessions shall be held in accordance with the provisions of O.R.C. §121.22.

#### Emergency Meetings

In the event of an emergency, a meeting may be called, and the Treasurer shall notify the news media immediately of the time, place, and purpose of the meeting.

#### Executive Sessions

The Board may enter into an executive session as a committee of the whole, open only to such persons, other than the members thereof, as the Board may direct, only after a majority of the quorum of the Board determines, by a roll call vote, to hold such a session. The motion shall state the purpose(s) for the executive session. No business of any nature shall be transacted in an executive session, and the meeting must be reconvened before adjournment.

An executive session may be held only at a regular or special meeting for the sole purpose of the consideration of any of the following matters: (1) The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or regulated individual, unless the employee official, licensee, or regulated individual requests a public hearing. If the Board holds an executive session under this provision, the motion and vote to hold the executive session shall state the specific purpose(s) for which the executive session is being held, but need not include the name of any person to be considered at the meeting; (2) To consider the purchase of property for public purposes or the sale of property at competitive bidding if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal interest is adverse to the general public interest; (3) Conferences with an attorney concerning disputes which are the subject of pending or imminent court action; (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees concerning their compensation or other terms and conditions of their employment; (5) Matters required to be kept confidential by federal law or

state statutes; (6) Specialized details of security arrangements, if disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

Matters discussed during an executive session are to be considered confidential. No present or former member or employee of the Board shall disclose or use without proper authorization any information acquired during the course of any executive session.

#### Agenda Preparation and Dissemination

The Superintendent, Treasurer, and staff shall prepare all the agendas for the Board of Education. At the Superintendent's discretion, items of business suggested by others may be included.

The Board should receive the agenda and supporting materials prior to the Board meeting to allow the Board to properly conduct the Board meeting.

Copies of the agenda and supporting materials shall be available to those at the meeting who request them. Emergencies may occur between the time the official agenda is disseminated and the actual meeting. Such items may be included in an addendum, which then becomes a part of the printed agenda. However, last-minute items should be kept to a minimum. The Board may use a consent agenda to deal with routine business items.

#### Quorum

Three (3) or more of the members of the Board shall constitute a legal quorum for the transaction of business at any meeting. If a quorum is not present, no official action can be taken. Except as otherwise required by law, these policies, or parliamentary authority, a majority vote of those members present and voting shall be sufficient to transact business. A member of the Board must be physically present at the meeting in order to be counted as part of the quorum.

#### Voting

On a motion to adopt a resolution authorizing the purchase or sale of real or personal property, the employment of all personnel, the election or appointment of an officer, the payment of any debt or claim, or the adoption of any textbooks, the Treasurer of the Board shall publicly call the roll of the members composing the Board and enter into the records the names of those voting "aye" and the names of those voting "no." If a majority of the full membership of the Board vote "aye," the President shall declare the motion carried. A member of the Board must be physically present at a meeting in order to vote.



### Order of Business

The following shall be the tentative order of business of the regular meetings of the Board of Education. The order of business may be changed at the request of the majority of the Board.

- A. Listing of Board members and administrative staff.
- B. Approval of minutes usually with a suspension of the reading since they are distributed in written form.
- C. Approval of the Treasurer's financial statement for the month.
- D. All other matters that may come before the Board.
- E. Establishment of day, time and place of the next regular meeting of the Board of Education.
- F. Audience comments.
- G. Board or administrative staff comments.
- H. Adjournment.

### Rules of Order

Except as otherwise provided by law, by regulation, or by the policies of the Board, meetings of the Board shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Revised.

Amendments, alterations, corrections or repeal of the rules may be made, or their operation may be suspended at any regular or special meeting of the Board by a vote of two-thirds of all members of the Board who are present.

### Minutes of Proceedings

An accurate set of minutes of each Board meeting shall be kept by the Treasurer in an official record book specified for that purpose. It shall be kept in the office of the Treasurer. It shall be open at all reasonable times to public inspection. This record shall be dated, indexed, and include a listing of Board members in attendance. It shall also include a copy of all resolutions approved and a listing of those persons attending the meeting in the general audience.

### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation of the schools and so that the Board may have an opportunity to hear the comments, suggestions and concerns of the public. In an effort to inform citizens in advance of matters to be considered at the Board of Education meetings, advance notice of all regular and special meetings will be provided to the community media. Agenda items that are anticipated at the time of the press release for each meeting may be briefly outlined.

Although the public has the right to attend Board meetings, it has no inherent right to participate or enter into the deliberations of the Board without its consent. Speakers may offer such objective criticisms of school operations and programs as concern them. But in public session, the Board will not hear complaints about school personnel nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the district.

The President of the Board will recognize persons requesting to be heard. If the topic to be discussed is not on the Board agenda, it will be discussed under public commentary. If the topic is on the agenda, members of the audience desiring to speak must request time. Members of the audience granted time to speak may do so following the introduction of the topic by the President of the Board and then recognition to address the Board.

It is suggested, although not required, that persons or delegates desiring to be heard before the Board of Education regarding topics not on the prepared agenda, notify the Superintendent and/or Board President of the topic no later than seven (7) calendar days in advance of the meeting.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.

The presiding officer shall be guided by the following rules:

- A. A maximum of thirty minutes of public participation will be permitted at each meeting.
- B. Any person wishing to be heard by the Board should first discuss the matter with the appropriate person on the Superintendent's administrative staff and with the Superintendent;

- C. Any group appearing before the Board shall select a spokesperson to address the Board. Other members of the group shall not address the Board except with the permission of the presiding officer;
- D. A speaker must be recognized by the presiding officer and shall present his/her name, address, group affiliation, if any, and topic to be discussed on a card provided, and said card shall be presented to the Treasurer before the start of the meeting;
- E. Each statement made by a participant shall be limited to no more than three (3) minutes. If several people wish to speak, each person will be allotted three minutes until the total time of thirty (30) minutes is used. At the discretion of the presiding officer, more or less time, per person, may be allocated;
- F. All presentations must be done in an orderly fashion and must not impede the meeting either before, during, or after the presentation;
- G. Generally speaking, individuals will be recognized to speak once on a given topic;
- H. All statements shall be directed to the presiding officer; no participant may address or question Board members or administrators, individually;
- I. Board members may ask the speaker questions or make comments in order to clarify the discussion;
- J. Public statements on work session topics will not be taken.
- K. The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.

### **SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS**

In keeping with its stated position on the need for continuing inservice training and development for its members, the Board of Education encourages the participation of all members at appropriate school board conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance.

- A. A calendar of school board conferences, conventions and workshops should be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
- B. Funds for participation in such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members will be most appropriate to participate at a given meeting.
- C. Reimbursement to the Board of Education members for their travel expenses will be based upon vouchers provided by them in full. When a conference, convention or workshop is not attended by the full Board, those who do participate may be requested to share information, recommendations and materials acquired at the meeting.

### **BOARD - STAFF COMMUNICATIONS**

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent of Schools.

#### **Visits to Schools**

Individual Board members may be interested in visiting schools on occasion. They shall inform the building principal of such planned visits and make arrangements for visitation through the principal.

### **WORK STOPPAGES**

State law defines a strike to be a concerted action in failing to report to duty; willful absence from one's position; stoppage of work; slowdown, or absence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in wages, hours, terms and other conditions of employment.

Should a strike occur, the Board will make efforts to keep the schools open and operating. Precautions will be taken for the safety and health of the working staff and students.

The Board of Education shall direct the administration to develop a strike plan as a precautionary measure well in advance of any anticipated work stoppage.

**BOARD OF EDUCATION**  
**POLICIES**

**CHAPTER II**

**ADMINISTRATIVE ORGANIZATION/PERSONNEL**

---

### **APPOINTMENT OF SUPERINTENDENT OF SCHOOLS**

The Superintendent shall hold a superintendent's certificate or license and may be appointed by the Board of Education for a term of not more than five (5) years beginning the first day of August and ending the thirty-first day of July. The Superintendent shall serve on a twelve (12) month contract. The Superintendent may be reemployed the calendar year preceding the year of expiration of his/her contract of employment.

The Board of Education shall enter into an employment contract with the Superintendent, which shall include the following information:

- A. The title of the position;
- B. The term for which employment is contracted including beginning and ending dates;
- C. The annual salary and the intervals at which it will be paid;
- D. Other compensation including benefits;
- E. The annual number of days to be worked;
- F. The annual number of days of vacation and holidays; and
- G. Such other matters as may be agreed upon.

The Board of Education may provide the Superintendent with paid vacation leave. Such vacation leave shall be specified in the Superintendent's individual employment contract. Upon the Superintendent's death, the Superintendent's separation from employment with the Board of Education, or at any other time prior thereto, including but not limited to on an annual basis, the Board of Education may pay the Superintendent (or the Superintendent's estate in the event of death) at the Superintendent's current rate of pay for all or a portion of the Superintendent's lawfully accrued and unused vacation leave. The terms and conditions governing such payment shall be specified in the Superintendent's individual employment contract.

The Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board of Education, supervision of all of the public schools and of all the personnel and various personnel departments of the school system. The Superintendent of Schools is responsible for the management of the schools under the Board's policies and is accountable to the Board.



The Superintendent shall perform such duties as set forth in the Ohio Revised Code and the Board adopted job description. The Superintendent's salary may be increased during the term of office but shall not be decreased unless coincident action involves a general reduction in the Board's adopted salary schedule for teachers and other employees.

**JOB DESCRIPTION -- SUPERINTENDENT**

TITLE: Superintendent of Schools

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the district.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services for the Lexington Local School District.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- A. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- B. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
- C. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
- D. Prepares the annual operating budget recommendations and implements the Board approved budget.
- E. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
- F. Secures and nominates for employment the best qualified and most competent credentialed and classified personnel.
- G. Assigns and transfers employees as the interest of the district and negotiated agreements may dictate, and reports such action to the Board for information and record.
- H. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
- I. Holds such meetings with all personnel as necessary for the discussion of matters concerning the improvement and welfare of the schools.

- J. Serves as the chief public relations officer of the district, keeping the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
- K. Delegates at own discretion to other employees the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibilities.
- L. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- M. Serves as the district's chief instructional leader. Assures study and revision of all curriculum guides and courses of study, on a continuing basis.
- N. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts, as well as schedules to be used in the schools.
- O. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
- P. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
- Q. Oversees that adequate records are maintained for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Also acts as custodian of records and contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- R. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- S. Provides suitable instructions and regulations to govern the use and care of school properties.
- T. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda.

- U. Performs other tasks as specified by state statute or as may be assigned by the Board, including but not limited to negotiations, liaison with governmental agencies, colleges and universities.

**TERMS OF EMPLOYMENT:** Twelve months a year, salary and fringe benefits to be arranged with the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of the Superintendent.

### **EVALUATION OF THE SUPERINTENDENT**

At least once each fiscal year (prior to March 1st) the Board of Education and Superintendent shall meet in closed executive session for the purpose of mutual evaluation of the performance of the Superintendent. The basis for this evaluation shall be, but not be limited to, the Board adopted job description for the position of Superintendent. A copy of the written evaluation shall be made available to the Superintendent. The Superintendent shall have the right to make a written reaction or response to the evaluation. This response shall become a permanent attachment to the Superintendent's evaluation.

The annual evaluations shall be considered by the Board of Education in deciding whether to renew the Superintendent's contract; however, the establishment of this evaluation procedure does not create an expectancy of continued employment. Nothing contained herein shall prevent the Board of Education from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract.

### **INCAPACITY OF THE SUPERINTENDENT**

In accordance with O.R.C. §3319.011, a Superintendent Pro Tempore may be appointed by a majority of the members of the Board of Education upon determining the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity shall be determined in one of the following ways:

- A. At the request of the Superintendent if the Superintendent is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- B. Upon the certification of the attending physician that the Superintendent is unable to perform the duties of the office of superintendent and such Superintendent is absent without pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- C. Upon the determination of a referee pursuant to O.R.C. §3319.16 that the Superintendent is unable to perform the duties of the office of superintendent and such Superintendent is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
- D. Upon granting of a leave of absence, without pay, requested by the Superintendent by reason of illness, injury or other disability of the Superintendent.
- E. Upon the placing of the Superintendent upon an unrequested leave of absence without pay by reason of illness or other disability of the Superintendent pursuant to O.R.C. §3319.13.

During the period of incapacity, the Superintendent shall:

- A.
  - 1. At his or her request, be placed on sick leave, with pay, not to exceed the amount of his or her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy.
  - 2. At his or her request, or without such request, pursuant to O.R.C. §3319.13, be placed on a leave of absence without pay.
- B. The leave provided in subsection A.1. or 2. above shall not extend beyond the contract or term of office of the Superintendent.

The Superintendent shall, upon request to the Treasurer of the Board of Education, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that the Superintendent is capable of resuming such duties and further, that the duties be resumed on a full-time basis.

The Board may demand that the Superintendent return to active service and upon the determination that the Superintendent is able to resume his or her duties, the Superintendent shall return to active service.

The Superintendent may request a hearing before the Board of Education on any action taken under this policy and shall have the same rights in such hearing as are granted under O.R.C. §3319.16.

Appointment and Responsibility of a Superintendent Pro Tempore

- A. Superintendent certification/licensure will be required as stated in O.R.C. §3319.22.
- B. The Superintendent Pro Tempore shall perform all of the duties and functions of Superintendent, and may be removed at any time for cause by a two-thirds (2/3) vote of the members of the Board.
- C. The Board shall fix the compensation of the Superintendent Pro Tempore in accordance with O.R.C. §3319.01.
- D. The Superintendent Pro Tempore shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner.

### **EMPLOYMENT OF PRINCIPALS AND OTHER ADMINISTRATORS**

The Board of Education may employ other administrative staff, including building principals, and other administrative employees as is necessary for the smooth and efficient educational operation of the district in accordance with O.R.C. §3319.02.

The length of employment of all the above-mentioned administrators will be for twelve (12) months, or such other time as agreed to by the Board and administrator.

The Board shall enter into written contracts with its administrative employees specifying the employee's administrative position and duties, the salary and other compensation to be paid for the performance of the duties, the number of days to be worked, the number of days of vacation, if any, and any paid holidays in the contractual year.

The Board may provide administrators with paid vacation leave. Such vacation leave shall be specified in the administrator's individual employment contract. Upon the administrator's death, the administrator's separation from employment with the Board, or at any other time prior thereto, including but not limited to on an annual basis, the Board may pay the administrator (or the administrator's estate in the event of death) at the administrator's current rate of pay for all or a portion of the administrator's lawfully accrued and unused vacation leave. The terms and conditions governing such payment shall be specified in the administrator's individual employment contract.

All of the above-mentioned administrators are employed for an August 1st to July 31st work year, and may be employed for up to five (5) years. Their contract should also indicate that salaries may be adjusted from time to time, according to the recommendation of the Superintendent and the approval of the Board of Education.



### **EVALUATION OF ADMINISTRATORS**

Each assistant superintendent, director, principal, assistant principal, and other administrator shall be evaluated through this written evaluation procedure and in compliance with O.R.C. §3319.02. In the event of any conflict between this procedure and O.R.C. §3319.02, the provisions of O.R.C. §3319.02 shall apply as if incorporated into this procedure. As used in this procedure, the term “administrator” applies to any person whose evaluations are subject to the requirements of O.R.C. §3319.02.

- A. The evaluation shall be conducted by the Superintendent or his/her designee.
- B. The evaluation shall measure each administrator’s effectiveness in performing the duties included in the applicable job description. For principals and assistant principals, the evaluation shall be based on standards comparable to the Ohio Teacher Evaluation System (OTES), as provided in O.R.C. §3319.111, but tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. The Board shall from time to time adopt and revise administrator job descriptions to implement this procedure.
- C. The Superintendent or his/her designee may reference the standards-based model of the Ohio Principal Evaluation System (OPES) to evaluate the performance of principals and assistant principals. In determining a principal’s or assistant principal’s level of effectiveness for purposes of a formative evaluation, equal weight shall be accorded to performance on the standards for the profession and student growth measures.
- D. In any school year that the administrator’s contract is not due to expire, at least one evaluation shall be completed in that year. A written copy of the evaluation shall be provided to the administrator no later than the end of the administrator’s contract year as defined by the administrator’s annual salary notice.
- E. In any school year that the administrator’s contract of employment is due to expire, at least a preliminary evaluation and at least a final evaluation shall be completed in that year. A written copy of the preliminary evaluation shall be provided to the administrator at least sixty days prior to any action by the Board on the administrator’s contract of employment. The final evaluation shall indicate the Superintendent’s intended recommendation to the Board regarding a contract of employment for the administrator. A written copy of the final evaluation shall be provided to the administrator at least five days prior to the Board’s acting to renew or not renew the contract.
- F. Before taking action to renew or nonrenew the contract of an administrator and prior to the first day of June of the year in which the administrator’s contract expires, the administrator shall be given written notice of the date that the contract expires and that the administrator may request a meeting with the Board. Upon request by the administrator, the Board shall

grant the administrator a meeting in executive session. In that meeting, the Board shall discuss its reasons for considering the renewal or nonrenewal of the contract. The administrator shall be permitted to have a representative of the administrator's choice at the meeting.

- G. The evaluation shall be considered by the Board in deciding whether to renew the administrator's contract.
- H. If the Board takes action to nonrenew the contract of an administrator, the administrator shall be provided with written notice of the Board's action on or before the first day of June of the year in which the administrator's contract expires.
- I. The establishment of this procedure shall not create an expectancy of continued employment. Nothing contained herein shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the administrator's contract, provided the administrator has been given the evaluations required by this procedure and the opportunity, upon request, to meet with the Board as required by this procedure.

LEGAL REFS: O.R.C. §3319.02

Adopted: \_\_\_\_\_, 2013

### **ADMINISTRATIVE STAFF REDUCTION IN FORCE**

The purpose of this policy is to provide for reasons and procedures for a reduction in force of the administrative staff of the school district when the Board of Education considers such a reduction to be necessary. For purposes of this policy, the terms “administrator” and “administrators” refer to those persons employed under authority of O.R.C. §3319.02.

1. **Reasons for a Reduction in Force.**

The Board of Education may implement a reduction of force in the ranks of administrators, through suspension of one or more administrative contracts, for one or more of the following reasons:

- a. Return to duty of administrators from leaves of absence.
- b. Territorial changes affecting the school district as a whole, or one or more school district facilities.
- c. Decreased enrollment of students in the school district, at one or more school facilities, or in one or more instructional programs, regardless of whether such decrease occurs from one school year to the next, or within one school year.
- d. Closure of one or more school facilities.
- e. Reorganization of the school district administrative staff.
- f. The financial condition of the school district as determined by the Board.
- g. Lack of sufficient work as determined by the Board.
- h. Changes in curriculum, programs, or services provided in the district.

2. **Order of Contract Suspension.**

The order in which administrator contracts will be suspended to implement a reduction in force pursuant to this policy shall be determined as follows:

- a. When a reduction is necessary due to an administrator returning from leave of absence, the administrator holding the position or the most similar position from which the administrator took a leave of absence shall have his or her contract suspended.

- b. When reductions in force are based upon reasons affecting one or more identifiable school district facilities or programs, only the administrators responsible for such facilities or programs are subject to the reduction in force.
- c. When identifying which administrators will be subject of a reduction in force, consideration will be given to first suspending the contracts of administrators who have the least seniority in the school district, with seniority defined as years of continuous employment under a regular contract of any kind with the Board of Education. Seniority, however, is not controlling. The overriding considerations in determining the order of suspension of contracts shall be the efficient use of personnel and available resources, and the best interests of the students served by the school district.

3. Procedure for Implementing Reduction in Force.

The procedure for implementing a reduction in force among the administrative staff shall be as follows:

- a. The administrative positions to be reduced through contract suspension shall be identified by the Superintendent. The affected administrators will be notified by the Superintendent of the anticipated reduction and given an opportunity to resign prior to Board action.
- b. Contracts may be suspended by Board of Education action at a regular or special meeting. Administrators whose contracts have been suspended shall be given written notice by the Board of Education of the action, which shall include the date the suspension takes effect if the date is other than the date of Board action.
- c. A reduction in force can include a reduction from full-time to part-time service.
- d. A reduction in force can include a reduction in the number of contracted days of employment.

4. Recall of Administrators.

Administrators whose contracts have been suspended pursuant to a reduction in force shall have a right to restoration to active service as follows:

- a. Administrators whose contracts have been suspended pursuant to this policy shall have the right to be recalled to active service to the same or similar administrative position for which they qualify, when such a position next becomes available in the school district, with priority given to administrators whose contracts have been suspended the longest. An administrator is qualified for return to service in the

same or similar administrative position when all of the following are satisfied: the administrator holds the required certification/licensure when notified of the recall; the available position is at the same pay grade level as the position the administrator held at the time of contract suspension; and the duties and responsibilities of the available position are comparable to the position the administrator held at the time of contract suspension, all as determined by the Superintendent.

- b. The recall of an administrator to active service shall be offered by written notice from the Superintendent to the administrator. The administrator shall have ten days from receipt of the notice in which to accept or decline the offered position in writing delivered to the Superintendent.
- c. If an administrator declines recall to active service in the school district or does not respond to a recall notice in a timely manner, the administrator shall be deemed to have resigned from employment with the Board and all recall or other employment rights are extinguished as of the date recall is declined.

## **EMPLOYMENT OF RETIRED ADMINISTRATORS**

### Employment

The Board of Education retains the right to reemploy retired administrators. The Board of Education shall determine whether to reemploy a retired administrator on a case-by-case basis.

### Salary Placement

The salary of the reemployed retired administrator shall be as agreed between the Board and the Administrator.

### Insurance

The reemployed retired administrator shall choose any insurance package offered through STRS. The Board of Education will pay any and all costs associated with the medical and dental package selected.

### Contracts

The reemployed administrator shall initially receive a one (1) year contract. In following years, if re-employed, said administrator shall receive up to a three (3) year contract to be determined by the Superintendent and the Board of Education based on written evaluations.

### Sick Leave/Severance

The reemployed retired administrator shall accrue sick leave pursuant to the Ohio Revised Code. At the administrator's initial retirement, severance pay shall be calculated according to Board of Education policy and the administrative/Board agreement. The employed retired administrator shall not be eligible for severance pay when he/she is no longer reemployed.

All terms, conditions, rights, and responsibilities afforded to other administrators pursuant to the administrative/Board-negotiated agreement shall apply to employed retired administrators expressly so stated above.

**BOARD OF EDUCATION**  
**POLICIES**

**CHAPTER III**  
**GENERAL PERSONNEL**

---

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Board of Education to comply with all federal and state laws, requirements and regulations prohibiting discrimination. It is the policy of the Board that no staff member, or candidate for a position, in this district shall, on the basis of race, color, religion, military status, national origin, creed or ancestry, age, sex, marital status, disability, or genetic information be discriminated against, excluded from participation in, denied the benefits of, recruited, employed, assigned, evaluated, provided inservice education or other terms, conditions, and privileges of employment or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall act as the compliance officer for the Board. The responsibility of the compliance officer shall be to insure that federal and state regulations are complied with and that any complaints are dealt with promptly in accordance with law.

Notice of the Board's policy on nondiscrimination in employment practices shall be posted throughout the district and published in any district statement regarding the availability of employment.

The Board directs the Superintendent to continually evaluate the district's employment practices to insure that equal opportunities are available to all applicants and employees based upon each individual's qualifications, merit, and job abilities.

LEGAL REFS: O.R.C. Chapter 4112; O.A.C. 3301-35-05

Revised: \_\_\_\_\_, 2011



### **VERIFICATION OF EMPLOYMENT ELIGIBILITY**

The Board of Education will comply with all aspects of the Immigration Reform and Control Act of 1986. The Board will delegate to the Superintendent or designee the responsibility of establishing procedures to assure compliance with this Act.

Federal law requires that all employers and employees, hired after November 6, 1986, complete an Employment Eligibility Verification Form (Form I-9) provided by the U.S. Citizenship and Immigration Services (“USCIS”). All such employees must provide documents that establish both identity and employment eligibility in order for Form I-9 to be completed and signed by both the employee and the school district official.

Form I-9 must be retained for three (3) years or for one (1) year past the end of the employment of an individual, whichever is longer. Such forms must be made available for inspection to a Department of Homeland Security (“DHS”) or Department of Labor (DOL) officer upon request.

In order to comply with federal law the following verification of employment eligibility procedures will apply:

#### **Completion of Form I-9**

The Superintendent or his/her designee will ensure that Section 1 of Form I-9 is completed no later than the time of hire, and that Section 2 of Form I-9 is completed within three (3) business days of the date employment begins. If an individual is employed for less than three (3) days, the form must be completed at the time employment begins.

The following individuals do not need to complete Form I-9:

- A. Persons who provide labor to the district but who are employed by a contractor providing contract services.
- B. Persons who are independent contractors.

The Superintendent or his/her designee is also responsible for re-verifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

#### **Acceptable Documents for Verifying Employment Eligibility**

All employees hired will need to provide an unexpired document or documents that establish identity and employment authorization. The following documents are acceptable:

## **LIST A**

### Documents That Establish Both Identity and Employment Authorization:

- A. U.S. Passport or U.S. Passport Card.
- B. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
- C. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
- D. Employment Authorization Document that contains a photograph ((Form I-766).
- E. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- F. Passport from the Federated States of Micronesia (“FSM”) or the Republic of the Marshall Islands (“RMI”) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

## **LIST B**

### Documents that Establish Identity:

#### For individuals eighteen (18) years of age or older:

- A. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- B. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- C. School ID card with a photograph.
- D. Voter’s registration card.
- E. U.S. Military card or draft record.

- F. Military dependent's ID card.
- G. U.S. Coast Guard Merchant Mariner Card.
- H. Native American tribal document.
- I. Driver's license issued by a Canadian government authority.

For individuals under age eighteen (18) who are unable to produce one (1) of the documents listed above:

- A. School record or report card.
- B. Clinic, doctor or hospital record.
- C. Day care or nursery school record.

**LIST C** (Document on List C must accompany a document from List B)

**Documents That Establish Employment Authorization:**

- A. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
- B. Certification of Birth Abroad issued by the Department of State (Form FS-545).
- C. Certification of Report of Birth issued by the Department of State (Form DS-1350).
- D. Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal.
- E. Native American tribal document.
- F. U.S. Citizen ID Card (Form I-197).
- G. Identification Card for Use of Resident Citizen in the United States (Form I-179).
- H. Employment authorization document issued by the DHS.

Documents listed in A satisfy identity and employment authorization requirements. If a document from List B is submitted, then it must be accompanied by a document from List C.

Retention of Employment Eligibility Verification Form (Form I-9)

The Superintendent or his/her designee must retain Form I-9 for three (3) years or for one (1) year past the end of the employment of the individual, whichever is longer. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.

Preparation of Documents for Inspection

DHS Officers are required to give employers three (3) days advance notice before an inspection. The Superintendent or his/her designee will assemble the I-9 forms in preparation for the inspection. Failure to provide the I-9 forms could result in civil money penalties for each employee for whom the form was not completed, retained, or presented.

### **REPORT OF NEW HIRES**

In compliance with the provisions of O.R.C. §§3121.89-3121.8911, the Superintendent or designee shall report, in writing, to the Ohio Department of Job and Family Services (“ODJFS”) the hiring, rehiring, or return to work as an employee or contractor of a person who resides, works or will be assigned to work in Ohio and to whom the Board of Education anticipates paying compensation.

For the purposes of this policy, an employee is an individual who provides services to the Board for compensation that is reported as income from wages. A contractor is an individual who provides services to the Board for compensation that is reported as income other than wages and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company. A contractor does not include a professionally licensed person who is providing services to the Board under that license, or an individual who will receive less than \$2,500.00 per year under the contract(s) with the Board or a greater amount as determined by the ODJFS.

This report shall be made not later than twenty (20) days after the date on which the Board hires or rehires an employee or contractor or the employee or contractor returns to work, and the report shall include the following:

- A. For each employee, the employee’s full name, address, date of birth, social security number, and date of hire, rehire, or return to work;
- B. For each contractor, the contractor’s name, address, social security or tax identification number, the date payments begin, and the length of time the contractor will be performing services for the Board; and
- C. The Board’s name, address, and federal employer identification number.

The Superintendent or designee may make the required report by submitting a copy of each employee’s W-4 tax form, a form provided by the Department of Job and Family Services, or any other hiring document or data storage device or mechanism the Department authorizes by mail, fax, magnetic or electronic means.

LEGAL REFS: O.R.C. §§3121.89, 3121.891, 3121.892

Revised: November 15, 2010

### **CRIMINAL RECORDS CHECK**

The Board recognizes that it is not only important to employ highly qualified and competent personnel, but also individuals who are good, moral, and law-abiding citizens.

Accordingly, the Superintendent, or his/her designee(s), shall cause all applicants for employment to undergo criminal records checks conducted by the Bureau of Criminal Identification and Investigation (BCI) at the time of their initial employment and at the intervals required by law as set forth below.

The following shall apply:

- A. Each applicant shall be provided with a separate written statement when the applicant first applies notifying him/her that he/she is required to provide a set of his/her fingerprint impressions and that, as a precondition to employment, a criminal records check is required to be conducted and satisfactorily completed.
- B. Each applicant shall be notified, when he/she first applies, of the amount of the criminal records check fee and that, unless the fee is pre-paid to the Board, he/she will not be considered for employment with the Board. The fee will only be paid by the applicant if he/she comes under final consideration for employment with or appointment by the Board.
- C. Except as provided below in Section L., a criminal records check shall be requested from the Ohio Bureau of Criminal Identification and Investigation (BCI) for each applicant under final consideration. The request shall include a request that the BCI obtain information from the Federal Bureau of Investigation (“FBI”) as part of the criminal records check for the applicant. The Board may accept a certified copy of any records issued by the BCI presented by an individual applying for employment with or appointment by the Board in lieu of requesting such information itself. In such case, however, the Board shall only accept a certified copy of such records within one (1) year after the date of issuance by the BCI.
- D. Except as provided below in Section L., each applicant for a position with or appointment by the Board is responsible for completing the criminal records check by submitting fingerprints and information via the WebCheck® system maintained by BCI, unless the applicant lives more than seventy-five (75) miles from the nearest WebCheck® facility or the applicant’s fingerprints cannot be captured on a WebCheck® screen. If the applicant fails to submit the necessary information for the criminal records check, he/she shall not be employed or appointed by the Board.

- E. Each applicant for a position with the Board may be employed or appointed conditionally, at the sole discretion of the Board, until the criminal records check is completed and the Board receives the results of the criminal records check. If the results of the criminal records check indicate that the applicant has been convicted of or pleaded guilty to any crime listed in O.R.C. §3319.39(B)(1)(a) or an existing or former law of Ohio, another state, or the United States that is substantially equivalent to any of the offenses listed in O.R.C. §3319.39(B)(1)(a), or if the applicant has applied for a position as a teacher, any crime listed in O.R.C. §3319.31 in addition to those set forth in O.R.C. §3319.39(B)(1)(a), the applicant shall be immediately released from employment with the Board.
- F. Subsequent criminal records checks of employees shall be requested from the BCI for every person hired by the Board, other than a person hired for a position that requires a license issued by the Ohio State Board of Education, according to the following schedule:
1. For a person in a position other than for the operation of a vehicle for pupil transportation, every five years after the date of hire; and
  2. For a person hired to operate a vehicle used for pupil transportation, at the time of initial application for a certificate and every six years thereafter at the time of renewal.
- Any subsequent criminal records check shall be made for information from the FBI only if the employee presents proof that he or she has been a resident of Ohio for the five years immediately prior to the date of the criminal records check.
- G. Prior to taking an adverse action against an applicant or employee based in whole or in part on a criminal record check, the applicant or employee will be given a written pre-adverse action disclosure statement which will include a copy of the criminal record check and the Federal Trade Commission's notice entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."
- H. After taking an adverse action, the applicant or employee will be given a written adverse action notice which includes the name, address and telephone number of BCI, a statement that BCI did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by BCI and the individual's right to an additional free criminal record check from BCI upon request within sixty days.
- I. The Board will take into consideration administrative rules adopted by the State Board of Education specifying the circumstances under which a person who has been convicted of a disqualifying offense may be employed; provided the person meets the rehabilitation standards set forth in the rules.

- J. The report of a criminal records check conducted by the BCI pursuant to paragraph C. of this policy is not a public record and shall not be made available to any person other than the applicant, a court, a hearing officer, or other necessary individual involved in a case dealing with the denial of employment to the applicant.
- K. Any private or public company must request a criminal records check for any person hired to work in the district prior to initial assignment to the district and at the same intervals specified herein for Board employees. The company must provide the results of the criminal records check to the Board prior to the initial assignment of such persons to work in the district and promptly after receiving results from subsequent criminal records checks.
- L. An applicant who, within a two-year period prior to the date of application, was the subject of a criminal records check prior to being hired by the district for short-term employment shall not be required to undergo a criminal records check if the applicant meets the following conditions:
  - 1. The applicant is applying to be an instructor of adult education; and
  - 2. The duties of the position for which the applicant is applying do not involve routine interaction with a child or regular responsibility for the care, custody, or control of a child or, if the duties do involve such interaction or responsibility, during any period of time in which the applicant, if hired, has such interaction or responsibility, another employee of the district will be present in the same room or, if outdoors, will be within a thirty-yard radius of the child or have visual contact with the child.

LEGAL REFS: O.R.C. §§3319.39; 3319.391; 3319.392; 3327.10; 109.57; 109.572  
Fair Credit Reporting Act; 15 U.S.C. 1681, et seq.

Revised: March 18, 2015



NOTICE OF CRIMINAL RECORDS CHECK

In accordance with the federal Fair Credit Reporting Act, you are hereby notified that, as an applicant for employment in the Lexington Local School District, you are required to provide a set of your fingerprints and that, as a precondition to employment, a criminal records check will be used as part of the initial hiring process and at various times during your employment career.

I hereby acknowledge receipt of the foregoing notice and authorize the Lexington Local School District to obtain the criminal records check referred to therein.

---

Signature of Applicant

---

Date

### **PHYSICAL EXAMINATION AND TUBERCULIN SCREENING**

In order to certify the mental and/or physical fitness of candidates and employees to discharge efficiently the duties which they will be performing and to protect the health of students from the transmission of communicable diseases, the Board may require certain physical examinations to be conducted.

For purposes of this policy a “physical examination” shall mean a general examination by a doctor licensed to practice in this state and/or drug testing by a certified lab. The Board shall bear the cost of said examination/test.

The Board may require that recommended candidates for positions of employment and employees undergo a physical examination and/or a mental examination when circumstances dictate the need for such action.

In addition, school bus drivers shall be examined in accordance with O.A.C. 3301-83-07 to determine their fitness to operate a school bus.

The results of all examinations shall be made known to the Superintendent on a confidential basis, discussed with or made available to the employee, and made a part of the employee’s records.

Persons ill or infected with a communicable disease which may be transmitted through food are prohibited from working in the food-handling areas of this District and such employees may be required to submit to a physical examination on request of the school nurse or school physician.

Targeted tuberculin testing shall be required of groups at high risk as identified by the Richland County General Health District.

Currently employed school employees who become known to have converted a tuberculin skin test from negative to positive as defined by the "American Thoracic Society" shall have a chest x-ray and any other medical and laboratory examinations deemed necessary by the school physician or the Board of Health to determine the absence of tuberculosis in a communicable state as provided for under O.R.C. §§3313.71 or 3313.72.

LEGAL REFS: O.R.C. §§3313.67; 3313.71; 3313.72; O.A.C. 3701-15-03

Revised: November 15, 2010

### **FAMILY AND MEDICAL LEAVE ACT**

- A. The Board of Education shall provide leave to eligible employees to the extent required by the federal Family and Medical Leave Act of 1993 (FMLA). This policy is not intended to grant eligible employees greater leave rights than are provided for by FMLA, and it is not intended to reduce, eliminate, modify, or change any of the Board's rights, options, privileges, or prerogatives under FMLA.
- B. To be eligible for FMLA leave, an employee:
1. Must have been a Board employee for a total of at least 12 months, which need not be consecutive. The Board does not count employment periods occurring prior to a break in service of 7 years or more, except as required by FMLA regulations; and
  2. Must have actually worked at least 1,250 hours for the Board during the 12 months immediately preceding the date on which the employee's FMLA leave is to begin; and
  3. Must be employed at a worksite where 50 or more employees are employed by the Board within 75 miles of that worksite.
- C. FMLA Family Leave. Eligible employees are entitled to up to a combined total of 12 workweeks of unpaid FMLA leave during any "12-month period" for one or more of the following reasons:
1. For the birth of a child and to care for the newborn child.
  2. For placement with the employee of a child for adoption or foster care.
  3. To care for the employee's spouse, son, daughter, or parent with a serious health condition.
  4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
  5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a member of the U.S. Armed Forces and is on covered active duty or has been notified of a federal impending call or order to active duty in the Armed Forces in support of a contingency operation.

A qualifying exigency includes the following:

- a. Short-notice deployment. Any issue that arises from notice of a call to active duty seven or fewer calendar days prior to deployment.
  - b. Military events. Attendance at any official ceremony, event, or program sponsored by the military or attendance at support or assistance programs sponsored by the military or military service organizations that are related to the call to active duty.
  - c. Childcare and school activities. Arranging alternative childcare, providing childcare on an urgent basis, enrolling in or transferring to a new school or daycare facility, or attending meetings at a school or daycare facility when necessitated by a call to active duty status.
  - d. Financial and legal arrangements. Making or updating financial or legal arrangements to address the absence caused by a call to active duty status, or acting as a representative for a covered military member for the purpose of obtaining or appealing military service benefits.
  - e. Counseling. Attending counseling (other than that from a health care provider) for the employee, the covered military member, or a child of the covered military member necessitated by the call to active duty status.
  - f. Rest and recuperation. Spending time with a covered military member who is on short-term, temporary rest and recuperation leave.
  - g. Post-deployment activities. Attending arrival ceremonies or any official ceremony or program sponsored by the military for a period of 90 days following the termination of the active duty status, or addressing issues that arise from the death of a covered military member while on active duty status.
  - h. Any other events that arise out of the call to active status agreed to by the employer and employee.
- D. FMLA Military Caregiver Leave. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a combined total of 26 workweeks of unpaid FMLA leave during a single 12-month period to care for the servicemember who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. During this 12-month period, the eligible employee is entitled to a combined total of 26 workweeks of unpaid leave for any of the reasons set forth in this Policy under Subsection C. or D.

- E. An FMLA leave taken by an eligible employee for any one or more of the foregoing reasons shall be counted against the employee's FMLA leave entitlement.
- F. The “12-month period” for purposes of determining the amount of FMLA Family leave to which an eligible employee is entitled under paragraph C., above, shall be July 1 through June 30.

The “12-month period” for purposes of determining the amount of FMLA Military Caregiver Leave to which an eligible employee is entitled under paragraph D., above, begins on the first day the employee takes leave and ends 12 months after that date.

- G.
  - 1. The Board may count a leave concurrently against an eligible employee’s FMLA leave entitlement and against the employee’s entitlement, if any, to other appropriate types of leave, and vice versa.
  - 2. If the Board does not count a leave concurrently against an eligible employee’s FMLA leave entitlement and against the employee’s entitlement, if any, to other appropriate types of leave, or vice versa, the eligible employee may elect to substitute appropriate accrued, paid leave for FMLA leave. In such a case, the leave will count against the employee’s FMLA leave entitlement and against the employee’s entitlement to the other appropriate type(s) of accrued, paid leave.
- H. The Board may require an eligible employee to provide it with medical certification of a serious health condition in connection with FMLA leave under paragraphs C.3., C.4., or D. above. Failure to provide a requested medical certification may result in a delay or denial of the employee’s FMLA leave.
- I. While an eligible employee is on FMLA leave, the Board will maintain the employee’s group health insurance coverage(s) on the same terms and conditions as if the employee was still at work.
- J. While on FMLA leave, an eligible employee must pay his/her portion of all premiums for group health insurance coverage(s) by providing the Treasurer with a valid check for his/her portion of the premiums prior to the first day of each month. Failure to timely make such premium payments may cause lapse(s) in the eligible employee’s group health insurance coverage(s).
- K. If an eligible employee has taken an FMLA leave under paragraph C.4., above, the employee must provide the Board with a fitness-for-duty certificate to be restored to employment.

- L. Upon return from FMLA leave, an eligible employee shall be restored to the same position that the employee held when the FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
- M. If an eligible employee fails to return to work from an FMLA leave, the employee may be liable for payment of health insurance premiums paid by the Board during the employee's FMLA leave
- N. Two eligible employees of the district married to each other are limited to a total of:
  - 1. 12 workweeks of FMLA leave per 12-month period if the leave is taken for the purpose of the birth or care of a newborn child (C.1. above), the placement or care of a child through adoption or foster care (C.2. above), or the care of the employee's parent with a serious health condition; and
  - 2. 26 workweeks during a single 12-month period if the leave is taken for the sole purpose of caring for a covered servicemember (D. above) or for caring for a covered servicemember in combination with leave taken for the birth or care of a newborn child (C.1. above), the placement or care of a child through adoption or foster care (C.2. above), or care of the employee's parent with a serious health condition..
- O. The Board specifically retains all rights, options, privileges, and prerogatives that it has under FMLA.

### **STAFF CONDUCT**

District employees are expected to maintain high standards and courteous relationships with pupils, parents, and other staff members and to conduct themselves in a professional manner at all times, especially when engaged in the activities of educating or supporting the education of the district's students. Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. They are to follow all of the state and federal laws and regulations required of them, and they are expected to know and to be held responsible for observing the policies, procedures, and regulations of the Board of Education and directives and recommendations from their supervisors pertinent to their activities as employees of the Board. Employees are to strive to keep current with not only the latest educational aspects of their positions, but with all aspects of their particular duties.

Staff members shall not leave students unsupervised and shall strive to provide a safe learning environment for students and staff. Only staff members or other qualified adults shall be permitted to supervise students.

No employee shall engage in or have a financial interest in any activity that conflicts with his/her duties and responsibilities. No information obtained through the school system shall be used by any employee for personal purposes.

Members of the staff are encouraged to take an active part in the affairs of their respective communities.

### **STAFF PARTICIPATION IN POLITICAL ACTIVITIES AND LEVY CAMPAIGNS**

Any employee who intends to campaign for an elective public office shall notify the Superintendent at the earliest possible moment of the office in which he or she intends to seek, together with the decision as to whether he or she wishes to continue employment and under what terms and conditions.

Upon request, the Superintendent will meet with and discuss concerns with the employee involved, and will present proposed solutions for consideration. The essential element to be determined is whether the activities proposed by the employee are consistent with his/her services to the district and the best interests of education. The employee shall not campaign for office during the employee's work day.

In accordance with Ohio law, employees may attend a public meeting during regular work hours for the purpose of presenting information about school finances and activities and Board actions, even if the purpose of the meeting is to discuss or debate the passage of a school levy or bond issue.

The Board and administration shall determine the terms and conditions under which the employee may continue his/her employment as he/she seeks or holds such elective office.



### **STAFF DEVELOPMENT**

It is the professional obligation of each employee to work for the improvement of his/her profession. Participation in organizations and activities that will further this aim is a part of each employee's professional responsibility.

It is also the obligation of the employee to work for his/her own professional improvement and to widen his/her own knowledge.

Opportunities for professional growth in the district will be provided through such means as the following:

- A. Planned in-service programs and workshops offered within the school system from time to time;
- B. Released time for visits to other classrooms and schools and for attendance at conferences, workshops and other professional meetings; and
- C. Leaves of absence for advanced educational training.

The Superintendent will have authority to approve released time for conferences and visitations and reimbursements for expenses, provided that such activities are within budget allocations for that purpose.

**DEMOCRATIC/ETHICAL PRINCIPLES**

It shall be the policy of the Board of Education to encourage all of its employees to be cognizant of their role in instilling ethical principles and democratic ideals in all of the pupils of the school district. To this end, the principles of democracy and ethics shall be emphasized and discussed, wherever appropriate, in the curricular and co-curricular programs of this school district.

### **ALCOHOL AND DRUG-FREE SCHOOLS**

The Board believes that quality education is not possible in an environment affected by alcohol and drugs. The Board will, therefore, establish and maintain an educational setting which meets the requirements of all applicable federal, state, and local laws, including but not limited to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 and any amendments thereto as they relate to employees.

#### A. Prohibited Conduct

To establish and maintain an environment free of drugs, the Board, as it has in the past, prohibits the manufacture, possession, use, distribution, or dispensation of any controlled substances, as well as alcohol, by any member of the Board's staff or by any student at any time while on Board property or while involved in any District-related activity or event.

#### B. Employees

1. Employees are prohibited from being under the influence of alcohol or controlled substances during work hours or when they are representing the Board at meetings or in the community.
2. An employee who must use prescribed drugs which could impair his/her ability to perform the job duties must report this fact to his/her supervisor along with acceptable medical documentation. A determination will then be made as to whether the employee is able to perform his/her job safely and properly.
3. The Board will not employ an individual whose current use of alcohol prevents him/her from performing the job duties or who constitutes a direct threat to the property or safety of himself/herself or others. The Board will not employ an individual who is currently using controlled substances.
4. An employee convicted of any criminal drug violation occurring in the workplace must report such conviction to the Superintendent within five (5) working days of the conviction. The Superintendent shall notify those agencies required by the Drug-Free Workplace Act of 1988 of an employee's conviction within ten (10) days of receiving notice from an employee or otherwise receiving actual notice. A conviction means a finding of guilt or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
5. The Superintendent shall take one or a combination of the following actions within thirty (30) days of receiving notice from the employee as set forth in paragraph 4. of this policy:

- a. Appropriate personnel action against such employee, up to and including termination in accordance with the applicable law or provisions in a collective bargaining agreement;
    - b. Requiring the employee to complete a drug assistance or rehabilitation program approved for such purposes by the federal, state, or local health, law enforcement or other appropriate agency.
  6. A drug-free awareness program shall be created to inform the employees about:
    - a. The dangers of drug abuse in the workplace;
    - b. The Board’s policy of maintaining a drug-free workplace;
    - c. Any available drug counseling, rehabilitating and employee assistance programs; and
    - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  7. Information on controlled substance or alcohol counseling and/or rehabilitation programs is available from the Superintendent or his/her designee.
  8. Disciplinary sanctions consistent with local, state, and federal law up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct required by this Policy.
  9. Federal law requires that employees comply with the standards of conduct set forth in this policy.
  10. Employees shall be given a copy of the standards of conduct required under this Policy as well as a statement of disciplinary sanctions described herein.
- D. This Policy and the Board’s Drug Prevention Program shall be reviewed biennially.

LEGAL REFS: 20 USC §7101; 20 USC §3171; 20 USC §701

Adopted: November 16, 2016

**ALCOHOL AND DRUG ABUSE TESTING OF  
EMPLOYEES PERFORMING SAFETY-SENSITIVE DUTIES**

I. PURPOSE

It is the intention of this Policy to eliminate substance abuse and its effects involving those employees whose regular work duties include school bus operation. While the Board has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and the safety of students and employees. The Board's concern is that employees are in a condition to perform their duties safely and efficiently, in the best interests of the students, their fellow workers, and the public, as well as themselves. The presence of drugs and alcohol in any amount on the job, and the effects of these substances on employees during the working hours, however slight, are inconsistent with this objective.

Employees who think they may have an alcohol or drug usage problem are urged to seek voluntary confidential counseling and/or rehabilitation through a local certified alcohol or drug assistance program. While the district will be supportive of those who do seek help voluntarily, it will be equally firm in identifying and disciplining those who are substance abusers and do not seek help.

In order to promote the safety of students, and the safety and health of all employees, the Board of Education adopts the drug and alcohol testing policy outlined herein. In recognition of the public service responsibilities entrusted to the employees of the district performing safety-sensitive duties, and of the fact that drug and alcohol usage can affect a person's ability to perform such duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the Board of Education.

II. APPLICABILITY

This policy applies to employees performing safety-sensitive duties who are required to have a commercial driver's license. Safety-sensitive duties include all on-duty functions performed from the time an employee begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the district or paid work for any other entity.

### III. REQUIRED TESTS

#### A. New Hires

##### 1. Pre-employment Testing:

- a. Prior to the first time a driver performs any safety-sensitive functions, the driver must submit to an alcohol and controlled substance (“drug”) test.
  - (1) No driver will be allowed to perform a safety-sensitive function unless the result of the breath alcohol test has a concentration of alcohol of less than 0.02; and
  - (2) A negative controlled substance test result.

#### B. Current Drivers

##### 1. Post-Accident Alcohol and Controlled Substances Testing:

- a. A driver involved in an accident with a commercial motor vehicle must, within two (2) hours of the accident, take a test for alcohol and controlled substances if:
  - (1) The accident involved a fatality; or
  - (2) The driver received a citation under state or local law for a moving traffic violation arising from the accident.
- b. A driver who is required to take a test as a result of an accident must remain available. If the driver does not make himself available, it may be considered a refusal to take the test. A driver subject to post-accident testing must refrain from consuming alcohol for eight hours following an accident, or until he/she submits to an alcohol test, whichever comes first.
- c. A driver involved in an accident while operating any motorized equipment which results in property damage, regardless of the cost or extent of the damage, may be required to take an alcohol and controlled substance test at the request of the Superintendent or his/her designee.

2. Random Alcohol Testing:
  - a. All drivers will be included in the selection process for random alcohol testing, which will be completed by using a scientifically valid method assuring each driver will have an equal chance of being tested each time selections are made.
  - b. Random testing will be unannounced and conducted throughout the year; the test will be administered to at least twenty-five percent of all covered drivers.
  - c. If a driver is selected who is on vacation or a leave of absence, the driver selected will be required to take the test when he/she returns to work.
  
3. Random Controlled Substance Testing:
  - a. All drivers will be included in the selection process for random controlled substances testing, which will be completed by using a scientifically valid method assuring each driver will have an equal chance of being tested each time selections are made.
  - b. Random testing will be unannounced and conducted throughout the year. The test will be administered to at least fifty percent of all covered drivers.
  - c. If a driver is selected who is on vacation or a leave of absence, the driver selected will be required to take the test when he/she returns to work.
  - d. When a bus driver or substitute bus driver is randomly selected for the mandatory drug and/or alcohol testing, that driver will be informed of his/her random selection at the discretion of the Assistant Superintendent and Transportation Supervisor when he/she reports for work prior to a morning or afternoon trip. Only one driver will be sent for testing per morning or afternoon trip and a substitute driver will be secured to drive while the selected driver obtains the drug and/or alcohol testing. If the testing is completed prior to the time the a.m. or p.m. route is complete, the driver being tested is to report back to the Transportation Director's office.

4. Reasonable Suspicion Alcohol and Controlled Substances Testing:
  - a. A driver must submit to an alcohol or controlled substances test when there is a reasonable suspicion to believe the driver has violated the alcohol or controlled substances prohibitions.
  - b. Alcohol testing is authorized only if the observations are made during, just before, or just after the period of the work day the driver is required to be in compliance.
  - c. Once a determination of reasonable suspicion for alcohol or controlled substances use has been made, the driver will be sent immediately, no later than two hours following the determination, for testing.
  - d. The driver will be transported to and from the collection site.
5. Follow-up Testing:
  - a. Follow-up testing will only be conducted for drivers having an alcohol concentration of not less than 0.02 and below 0.04.
  - b. There will be at least six unannounced follow-up alcohol tests conducted within the first twelve months; the follow-up testing will not exceed sixty months.
6. If a driver comes forth prior to being required to take a test, post-accident, random or reasonable suspicion, and identifies that he/she has a drug or alcohol abuse problem, the driver will be referred to a substance abuse professional (SAP) for an assessment. Reassignment to a driver position is conditional on completing the SAP's guidelines and follow-up testing or counseling, etc.

#### IV. DRUG AND ALCOHOL TESTING PROCEDURES

- A. Controlled substances testing is conducted by analyzing an employee's urine specimen. Split urine samples will be collected according to FHWA regulations. The employee will provide a urine sample at a designated collection site. The collection site person shall pour the urine specimen into two bottles labeled "primary" and split," seal the specimens, complete a chain of custody document, and prepare the bottles for shipment to the testing laboratory for analysis.



- B. If the employee is unable to provide the appropriate quantity of urine, the collection site person shall instruct the employee to drink no more than 24 ounces of fluids and, after a period of no more than two hours, again attempt to provide a complete sample. If the employee is still unable to provide a complete sample, the testing shall be discontinued and the Board notified. The MRO shall refer the employee for a medical evaluation to determine if the employee's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the employer may elect to not have the referral made and revoke the employment offer.
- C. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the Board's designated contact person. If the test result is confirmed positive, the MRO shall give the employee an opportunity to discuss the test result. The MRO must review any medical records supplied by an employee to determine if a confirmed positive test is the result of the employee having taken legally prescribed medication. The MRO shall notify each employee that the employee has seventy-two hours in which to request a test of the split specimen at the employee's expense. The MRO will contact the employee directly, on a confidential basis, to determine whether the person wishes to discuss the positive test result.
- D. The MRO will review the confirmed positive test result to determine whether there is an acceptable medical reason for the positive result. The MRO shall verify and report a positive test result to the Board when there is no legitimate medical reason for a positive test result as received from the testing laboratory.
- E. If, after making reasonable efforts and documenting these efforts, the MRO is unable to reach the employee directly, the MRO must contact the Board's designated contact person, who shall direct the employee to contact the MRO. If the Board contact is unable to contact the employee, the employee will be placed on suspension.
- F. The MRO may verify a test positive without having communicated directly with the employee about the test results under the following circumstances:
  - 1. The employee expressly declines the opportunity to discuss the test results; or
  - 2. The employee has not contacted the MRO within five days of being instructed to do so by the Board.
- G. The FWHA alcohol test rules require breath testing administered by a BAT using an EBT. Two breath tests are required to determine if a person has a prohibited

alcohol concentration. Any result less than 0.02 alcohol concentration is considered a “negative” test. If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. If an employee attempts and fails to provide an adequate amount of breath, the Board will direct the employee to obtain written evaluation from a licensed physician to determine if the employee’s inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the designated Board contact person.

#### V. LICENSED TESTING LABORATORY

The testing laboratory shall be certified to perform controlled substance testing according to DHSS regulations.

#### VI. REFUSAL TO UNDERGO TESTING AND CONSEQUENCES OF REFERRAL

- A. All applicants and employees have the right to refuse to undergo drug and alcohol testing. If an individual refuses to undergo drug and alcohol testing required by this policy, no such test shall be given.
- B. An applicant who refuses to take a drug and alcohol test shall be disqualified from further consideration for the conditionally offered position.
- C. An employee refusing to take a drug and alcohol test required by this policy shall not be permitted to perform safety sensitive functions and will be considered insubordinate and will be subject to disciplinary action including possible dismissal.

#### VII. DRIVER RESPONSIBILITIES

- A. All drivers must report to his/her supervisor/manager immediately the use of all legally prescribed medications issued by a licensed health care professional familiar with the driver’s work-related responsibilities which could have an adverse effect on his/her driving ability. The driver may be required to provide written evidence from the health care professional of “fitness for duty” to perform his/her job functions.
- B. All drivers are to refrain from the use of controlled substances or being under the influence of controlled substances while performing safety-sensitive functions.
- C. All drivers are to refrain from using alcohol within four hours of performing safety-sensitive functions or while performing safety-sensitive functions.

- D. All drivers are to comply with requests to submit to an alcohol controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.
- E. When required to take a post-accident alcohol test, all drivers are prohibited from using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- F. All newly hired drivers must give written consent to obtain information relative to alcohol and controlled substances test results from any employer within the pervious two years where the driver performed safety-sensitive functions.
- G. All drivers are responsible for complying with the DOT requirements while “on duty time” and/or performing “safety-sensitive functions.”

#### VIII. EMPLOYEE/APPLICANT RIGHTS

- A. All applicants and employees subject to the drug testing provisions of this policy have the right to request, at employee or applicant expense, a retest of the split urine sample within seventy-two hours of receiving notice of a confirmed positive test result.
- B. If the employee requests an analysis of the split specimen within seventy-two hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another DHSS-certified laboratory for analysis. If an employee has not contacted the MRO within seventy-two hours, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely making contact. If the MRO concludes that there is a legitimate explanation for the employee’s failure to contact within seventy-two hours, the MRO shall direct the analysis of the split specimen. If the confirming retest is negative, no adverse action will be taken against the employee and an applicant will be considered for employment.

#### IX. MANAGEMENT RESONSIBILITIES

- A. The Board or designee must receive a written consent from all newly hired drivers to obtain from any previous employer for the last two years information relating to alcohol and controlled substances test results. The information must be obtained and reviewed no later than fourteen days after the first time a driver performs a safety-sensitive function.

B. Manager/Supervisor

1. May not allow any driver to perform any safety-sensitive function after he/she has tested positive for use of controlled substances and/or with an alcohol concentration of 0.02 or higher.
2. Must observe and prepare written documentation of any driver suspected of alcohol or controlled substances use, and notify the Alcohol and Drug Testing Program Administrator.
3. The Board and Administration will be responsible for ensuring compliance with DOT requirements.

X. VIOLATION OF THE DRIVER ALCOHOL AND DRUG ABUSE POLICY

A. Suspension (alcohol use only)

1. A driver will be suspended if his/her alcohol test results indicate an alcohol concentration of not less than 0.02 but below 0.04 and will be placed on Final Warning.
2. The driver will not be permitted to return to work or perform safety-sensitive functions for at least twenty-four hours.
3. The driver will be suspended without pay.
4. The driver will be required to adhere to the follow-up testing procedures.

B. Termination

1. A driver's employment will be terminated if he/she tests positive for controlled substances and/or for using medication not specifically prescribed for the driver, and/or
2. If a driver's alcohol test results indicate an alcohol concentration of 0.04 or more.
3. A driver's employment will be terminated if the driver is currently on final warning for alcohol use and a follow-up test for alcohol indicates an alcohol concentration of 0.02 or greater.
4. A driver's employment will be terminated if he/she refuses to take an alcohol and/or controlled substances test. A refusal may be defined as not

providing a breath or urine sample as directed, neglecting to sign appropriate control forms, using alcohol within eight hours of an accident, or engaging in conduct that clearly obstructs the testing process.

#### XI. CONFIDENTIALITY OF TEST RESULTS

All alcohol/controlled substances test results and required records are considered confidential information. Any information concerning an individual's test results and records shall not be released without the written permission of the individual except as provided for by regulation or law.

#### XII. ALCOHOL AND CONTROLLED SUBSTANCES CONTACT PERSON

The Board designated contact person will coordinate the implementation, direction, and administration of the district's alcohol and controlled substances policy. The contact person is the principal contact for the collection site, the testing lab, the MR, the BAT, and the person tested. Employee questions concerning this policy should be directed to the contact person. The designated contact person is the Superintendent or his/her designee (419/884-2132).

#### XIII. POLICY MODIFICATION

The Board retains the right to modify this policy to conform to changes in regulation or law.

#### XIV. DEFINITIONS

When interpreting or implementing these procedures, or the procedures required by the Federal Highway Administration controlled substance testing regulation, the following definitions apply:

**Accident** – any incident involving a commercial motor vehicle where there is either a fatality, an injury treated away from the scene, or a vehicle is required to be towed from the scene.

**Alcohol** – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

**Alcohol Use** – the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

**Breath Alcohol Technician (BAT)** – an individual who instructs and assists individuals in the alcohol process and operates an evidential breath testing device (EBT).

**Collection Site** – a place where individuals present themselves for the purpose of providing breath, body fluid, or tissue samples to be analyzed for specified controlled substances.

**Commercial Motor Vehicle** – a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver.

**Confirmation Test** – for alcohol, testing means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances, testing means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

**Controlled Substance** – has the meaning assigned by 21 U.S.C. §802 and includes all substances listed on Schedules I through V as they may be revised from time to time (21 CFR §1308). This definition includes marijuana, whether or not prescribed.

**Driver** – any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purpose of pre-employment/pre-duty testing only, the term “driver” includes a person applying to an employer to drive a commercial motor vehicle.

**Drug** – any substance (other than alcohol) that is a controlled substance.

**Evidential Breath Testing Device (EBT)** – a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA’s “Conforming Product’s List of Evidential Breath Measurement Devices” (CPL).

**FHWA** – means the Federal Highway Administration, U.S. Department of Transportation (DOT).

**Medical Review Officer (MRO)** – a licensed physician who has had extensive training in reviewing and interpreting drug tests. His/her primary responsibility is to review and to interpret the positive test results obtained through the drug testing program. On positive test results, the MRO may conduct an interview with the individual to review medical history and to give the individual an opportunity to discuss/explain test results.

**Owner/Operator(s)** – a driver(s) who has been contracted for services with the Lexington Board of Education. For the purposes of these procedures and the Lexington Board of Education’s Alcohol and Drug Abuse Policy, owner-operators are not being considered employees, but will be required to participate in the district’s Alcohol and Drug Abuse Policy like all drivers.

**Performing (a safety-sensitive function)** – a driver is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

**Random Selection Process** – alcohol and drug tests are unannounced; that every driver of a bus subject to test(s) conducted annually shall equal or exceed twenty-five percent for alcohol tests and fifty percent for drug tests of the total number of drivers subject to testing of a motor carrier.

**Reasonable Cause** – the motor carrier believes the actions or appearance or conduct of a driver who is “on duty” are indicative of the use of a controlled substance and/or alcohol.

**Refusal to Submit (to an alcohol or controlled substance test)** – a driver (1) fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he/she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process.

**Safety-Sensitive Function** – any of those on –duty functions set forth in 49 CFR §395.2.

**“ON DUTY TIME”** – all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. “On duty time” shall include:

1. All time at a facility, or other property, waiting to be dispatched, unless the driver has been relieved from duty by the district;
2. All time inspecting, servicing, or conditioning any district motor vehicle at any time;

3. All driving time;
4. All time, other than driving time, in or upon any district motor vehicle;
5. All time spent performing the driver requirements relating to accidents.
6. All time repairing, obtaining assistance, or remaining in attendance on a disabled bus.

**Substance Abuse Professional (SAP)** – a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.



### **STAFF GIFTS**

It is the policy of the Board that:

- A. Employees should instruct students to express their feelings in other ways rather than gifts, such as written communications.
- B. However, employees may accept gifts of nominal value from students or parents if it is not in violation of this policy or state law.

Ohio law prohibits professional staff from engaging in the following ethically improper practices as pertains to accepting gifts in connection with their employment by the Board:

- A. Accepting or soliciting any form of compensation, either directly or indirectly, from a vendor or supplier of services to the Board, or from any other source except the Board, for performing any duties associated with their service to the Board;
- B. Having a definite and direct personal financial or fiduciary interest in a contract entered into by or for the benefit of the Board, unless such contract was awarded by the Board, after competitive bidding, to the lowest and most responsible bidder;
- C. Soliciting, accepting, or using their position with the Board to secure any form of compensation from a vendor or supplier of services that does business with the Board.

As used in this policy, "compensation" is defined as anything of tangible value that is given, directly or indirectly, to the professional staff member for his or her personal use. Examples of compensation include, but are not limited to, cash, checks, securities, or other forms of money; gifts, such as televisions, computers, or tickets; or free or discounted services, such as travel vouchers, coupons, etc. If an employee is given compensation from a vendor or supplier, the employee is required to notify the Treasurer, in writing, of his or her receipt of such compensation, and thereafter promptly transmit such compensation to the Treasurer. In no event shall the professional staff member keep such compensation, or in the case of money, deposit it into a personal account or otherwise commingle it with the professional staff member's own funds.

### **STAFF E-MAIL AND INTERNET ACCESS**

#### Purpose

The purpose of this policy is to define the proper use of electronic mail (e-mail) and Internet services by staff members in the school district.

#### Policy

It is the responsibility of each employee to ensure that this technology is used for proper educational purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

#### Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the school district are intended primarily for educational uses and work-related communications only. The following are uses that are unacceptable under any circumstances:

- The transmission, posting, or downloading, of any language or images which are pornographic or of a graphic sexual nature.
- The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, gender, age, religion, national origin, disability, or sexual orientation.
- The transmission of messages or any other content which would be perceived by a reasonable person to be harassing, demeaning, threatening, disruptive or inconsistent with the Board's policies concerning equal employment opportunity, or sexual or other forms of harassment.
- Uses that constitute defamation (libel or slander).
- Uses that violate copyright laws.
- Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, "hacking" and other related activities or the transmission of a computer virus or an excessively large e-mail attachment).
- Any commercial or profit-making activities.
- Any fundraising activities, unless specifically authorized by an administrator.

- Any personal use or uses which are inconsistent with the educational goals and objectives of the school district.

### Security and Integrity

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the System Administrator or to a school district administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

### On-Line Purchases

Staff members using the network to make on-line purchases or payment for goods and services shall be subject to the following conditions:

- The Board of Education and the System Administrator shall not be responsible for fraud or misrepresentation made by staff members, vendors, or third parties in connection with the on-line purchase or sale of goods or services.
- Staff members, vendors, and third parties are solely responsible for all transactions.
- The Board of Education and the System Administrator shall not be responsible for the release or use of private or personally-identifiable information gathered during on-line transactions.
- Staff members should read the privacy statement of on-line vendors.
- The Board of Education and the System Administrator shall not be responsible for any unauthorized on-line purchases by staff members.

### Right of Access

The operational and security needs of the district's computer network and messaging systems require that full access be available at all times. The school district, therefore, reserves the right to access and inspect any computer, device, or electronic media within its systems and any data,

information, or messages which may be contained therein. All such data, information, and messages are the property of the school district and staff members should have no expectation that any messages sent or received on the school district's systems will be private.

Approved: \_\_\_\_\_

**TUITION FOR EMPLOYEES' CHILDREN**

When an employee desires to have his/her child(ren) enrolled in the Lexington Local Schools, the Board shall accept such child(ren) on a tuition-free basis. The Board shall not be responsible for providing transportation to and from school for such child(ren).

### **EMPLOYEE MEDICAL INFORMATION**

The Board of Education recognizes the importance of preserving the confidentiality of medical information concerning employees. The Board treats medical information or records containing medical information as confidential and protected from disclosure unless specifically required by law.

#### **Definitions**

“Medical information” means information about the medical condition, history, diagnosis, prognosis, or treatment of an individual. Medical information specifically includes genetic information as defined in the Genetic Information Nondiscrimination Act (“GINA”) and its implementing regulations.

“Genetic information” means information about genetic tests of an individual or family members, an individual’s family medical history, a request for or receipt of genetic services, counseling or education by an individual or family members, and the genetic information of a fetus or embryo of an individual or family members.

#### **Treatment of Medical Information**

To fulfill its obligations under federal and state laws, the Board shall treat medical information as follows:

- A. Records containing medical information are not public records subject to disclosure under the Ohio Public Records Act.
- B. District records containing medical information of an employee or applicant shall be maintained as confidential medical records, separate and apart from employee or applicant personnel files, and protected from unauthorized disclosure through use of a locked file cabinet or similar protections.
- C. All requests from the district for medical information of an employee or employee’s family member shall include the following notice to the person from whom such information is requested:

“The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information’ as defined by GINA includes an

individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

This notice must accompany any request for medical information made pursuant to a request for sick leave, unpaid leave of absence, Family and Medical Leave Act (FMLA) leave, accommodation under the Americans with Disabilities Act (ADA), return to work certification, or for any other purpose other than a request for leave to care for a sick family member.

- D. The district shall not discriminate against an individual on the basis of the individual's genetic information.
- E. The district shall not request, require, or purchase genetic information of individuals or family members.
- F. District officials, administrators and supervisors shall not solicit, seek, or probe for genetic information from employees.
- G. The district shall not disclose any genetic information, unless acquired through sources that are commercially and publicly available, except in compliance with federal law.
- H. As part of a voluntary wellness program, the district may request genetic information from an individual only if:
  - 1. The individual completes a written authorization that describes the type of information obtained, the general purpose for which it will be used, and restrictions on disclosure;
  - 2. Individually identifiable information is provided only to the individual and the health care professionals who are providing services;
  - 3. Individually identifiable information is not accessible to anyone else in the workplace;
  - 4. Individually identifiable information is used only for purposes of the wellness program;

5. Individually identifiable information is not disclosed to the district except in aggregate terms that do not disclose the identity of specific individuals; and
6. Any financial inducement offered for individuals to provide a health risk assessment includes language that makes clear that the provision of genetic information is not required and the inducement is available whether or not the questions requesting genetic information are answered. This language shall clearly indicate which questions are requesting genetic information and therefore do not have to be answered.

LEGAL REFS: Ohio Public Records Act, O.R.C. §149.43  
Family Medical Leave Act, 29 U.S.C. §2601 *et seq.*  
Americans with Disabilities Act, 42 U.S.C. §12112  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff *et seq.*; 29  
C.F.R. Part 1635.

Adopted: \_\_\_\_\_, 2011



### **INTELLECTUAL PROPERTY**

Intellectual property, including, but not limited to planned courses of study, educational programs, media productions or publications, computer programs, algorithms, software and hardware, developed by an employee of the District within the scope of his/her employment is the intellectual property of the Board of Education. Intellectual property developed with the District's materials or devices, and/or developed through the use of the Districts' data, equipment, or facilities is the intellectual property of the Board. The Board expressly retains all legal rights and privileges associated with the ownership of such intellectual property.

Should the Board's intellectual property be of significant commercial value, as determined by the Board, the Superintendent is authorized to register/secure copyright, patent, trademark, or other such intellectual property rights.

LEGAL REFS: 17 U.S.C. §§101-120

Adopted: April 18, 2018

**BOARD OF EDUCATION**

**POLICIES**

**CHAPTER IV**

**INSTRUCTIONAL PERSONNEL**

---

**PROFESSIONAL STAFF POSITIONS,  
RECRUITING, AND EMPLOYMENT**

All professional staff positions are created only with the approval of the Board of Education. It is the Board's intent to have a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the Superintendent of Schools will present for the Board's approval, a job description for the position which specifies the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The search for professional staff will take into consideration the characteristics of the community and the school district as well as the need for staff members from various backgrounds and with differing levels of experience.

Professional staff members may be employed, however, such employment shall be contingent on Board approval. Such employment shall only commence prior to Board approval if the Superintendent determines that employment of the teacher is in the district's educational interest. However, the teacher's employment shall be recommended to the Board at the next meeting.

The Superintendent shall:

- A. Recommend candidates who, in his/her judgment and in compliance with all state and federal laws and Board policies, are best qualified to perform the duties of the position they may fill.
- B. Interview candidates or designate an administrator or supervisor to interview candidates before they are recommended to the Board for employment. Additionally, the Superintendent or designee shall contact any references supplied by the applicant. If the applicant had been employed in another public school prior to applying for the position, the Superintendent/designee shall request all of the public records from the previous employer relating to the applicant. If time permits, the records are to be reviewed before recommending the applicant for employment.
- C. Run a criminal background check on the recommended candidate. Checks on other candidates may be made at the discretion of the Superintendent or his/her designee. In either case, prior notification shall be made.

Certificates/Licenses and Transcripts

Each teacher shall file in the office of the Treasurer a legal educator license to teach the subjects or grades taught, with the dates of its validity, and official transcripts covering all college credits earned to date, as well as any other reports required by the State Board of Education or the Superintendent of Schools.

Responsibility for compliance with this policy rests with the teacher, and no salary payments shall be made prior to the filing of the above documents.

### **EMPLOYMENT OF SUBSTITUTE TEACHING STAFF**

The Superintendent of the Schools shall maintain a list of qualified substitute teachers who may be called upon to replace regular teachers who may be absent. Such a list shall be provided to the principal of each school.

Insofar as possible, principals or designees will call on teachers on the substitute list for the subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the Schools. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. Substitute teachers should familiarize themselves with the main requirements of the course of study. If the substitute remains for a short period, it is better to improve understanding of processes already presented rather than to start a new one.

The Superintendent shall have full authority to assign substitute teachers to their areas of certification and competence.

A substitute employed on a day-to-day basis shall be entitled only to the wages approved by the Board on a per diem basis and to no other benefits.

Unless the procedure has already been performed by another entity, the Superintendent shall conduct a criminal records check, in accordance with Ohio law, on a candidate for employment as a substitute teacher.

## **STUDENT TEACHER POLICY**

### Goals of Student Teaching Experience

- A. To provide for a concentrated period of growth in professional and personal attributes, understandings, and skills of the teacher;
- B. To assist a student to discover if teaching is what he/she really wants to do and actually can do; and
- C. To permit a student to demonstrate whether his/her ability and potential warrant recommendation for a teaching certificate.

### General Characteristics

The potential cooperating teacher:

- A. Must desire to cooperate with a student teacher.
- B. Must have at least three (3) years teaching experience and hold a provisional (standard) or higher grade teaching certificate.
- C. Should not have more than one (1) student teacher during any one (1) academic school year. (All exceptions must be approved by the building principal and the Director of Instruction.)
- D. Should feel secure while sharing authority for the class with the student teacher.
- E. Should demonstrate enthusiasm for teaching.
- F. Should be able to organize the classroom routine and activities so the transition to the student teacher is facilitated without interruption to the learning process.
- G. Should demonstrate a professional attitude and practice ethical principles of teaching and scholarship.

### Cognitive Characteristics

The inservice teacher that functions as a cooperating teacher should demonstrate strong cognitive abilities and professional growth in their:

- A. Academic discipline(s);

- B. Currentness in the discipline(s);
- C. Currentness of teaching methods in the academic field(s); and
- D. Willingness to innovate and experiment in the discipline(s) and methods.

#### Affective Characteristics

The identified cooperating teacher should possess strong affective qualities. This teacher should:

- A. Be able to establish good rapport with students, parents, and professionals in teaching.
- B. Display a flexible personality.
- C. Be willing to accept others as they are.
- D. Be able to accept criticism and criticize constructively.
- E. Be willing to permit the student teacher to innovate and experiment with new and/or different procedures.

#### Student Teacher Placement Procedure

- A. Application for student teaching must be sent to the Superintendent or designee.
- B. Prospective student teachers will be notified when their application for student teaching is received in the office of the Superintendent or designee. Each prospective student teacher will be asked to arrange for an interview with the building principal where the assignment is requested. It is the responsibility of the applicant to call the building principal and arrange for the interview.
- C. After the interview the college or university will be notified of the acceptance/rejection of the assignment.

#### Compensation

No district employee shall accept compensation from a public or private college or university for (1) serving as a classroom mentor for a student teacher; (2) hosting a college or university student who is doing required field experience; or (3) administering the district's student teacher program.

### **LENGTH OF SCHOOL DAY**

Teachers assigned to the high school and junior high school are to report to their buildings no later than 7:25 a.m. and may leave at 3:00 p.m.

Teachers assigned to Central Elementary School are to report to their building at 8:20 a.m. and may leave at 3:40 p.m.

Teachers assigned to Western Elementary School are to report to their building at 8:25 a.m. and may leave at 3:45 p.m.

Teachers assigned to Eastern Elementary School are to report to their building at 8:30 a.m. and may leave at 3:50 p.m.

The time that teachers are to be in their homerooms or other assigned areas is left to the discretion of the building principal.

Teachers are to remain at the building past faculty leaving time in cases where there are scheduled faculty meetings, parent conferences, or other educational matters deemed necessary by the building administrator.



### **LESSON PLAN BOOKS**

A daily lesson plan book is provided for each teacher for the purpose of planning the daily instructional program. This plan book should be kept at least one (1) day in advance, and should be readily available on or in the desk. Following is a list of items which may be included in the lesson plan book:

- A. Schedule (daily)
- B. Schedule for special classes
- C. Playground duty schedule
- D. Seating chart(s)/student roster
- E. Any other information that is necessary for a substitute to effectively perform his/her duties.

**NOTE:** *The Board must consult with teachers employed by the Board prior to adoption of this Policy.*

### **EVALUATION OF TEACHERS**

The Board of Education, in consultation with teachers employed by the Board, adopts this standards-based evaluation policy in conformance with the framework for evaluation of teachers developed by the State Board of Education under O.R.C. §3319.112.

The Board directs the Superintendent to implement this policy in accordance with state law. The requirements of this policy prevail over any conflicting provisions of a collective bargaining agreement entered into on or after September 24, 2012.

#### **A. Teaching Employees Covered by This Policy**

1. This policy applies to any person employed under a teacher's license or a professional teacher's certificate in accordance with law and who spends at least fifty percent (50%) of his or her time providing student instruction.
2. Principals and assistant principals shall be evaluated in accordance with the principal evaluation policy adopted by the Board in accordance with O.R.C. §3319.02.
3. This policy does not apply to the Superintendent, assistant superintendent(s), business manager, Treasurer, or "other administrator" as defined by O.R.C. §3319.02. This policy also does not apply to substitute teachers.

#### **B. Evaluators**

1. An evaluator must be an OTES-credentialed, properly certified, contracted employee of the District.
2. The person who is responsible for assessing a teacher's performance shall be:
  - a. The teacher's immediate supervisor for those teachers with an expected level of student growth or a below expected level of student growth on the student growth measure dimension of the evaluation procedure.
  - b. An evaluator selected by the teacher for those teachers with an above expected level of student growth on the student growth measure dimension of the evaluation procedure.
  - c. In the event a teacher performs work under the supervision of more than one supervisor, one supervisor shall be designated as the evaluating supervisor.

3. In assessing a teacher's performance, evaluators will not make judgments, or otherwise discriminate, on the basis of a teacher's age, gender identification, race, ethnicity, national origin, religion, sexual orientation, marital status, military status, disability, Union membership or Union activism.

**C. Evaluation Timeline and Requirement**

1. All Teachers

- a. District administrators shall conduct an evaluation of each teacher subject to this policy at least annually. Each evaluation shall include: 1) two (2) cycles of formal observations of at least thirty (30) minutes each; and 2) periodic classroom walkthroughs by the evaluator. All teacher evaluations shall be completed by the first day of May, and each teacher subject to this policy shall be provided with a written copy of the evaluation results by the tenth day of May.
- b. For those teachers who are on limited or extended limited contracts pursuant to O.R.C. §3319.11 and who are under consideration for nonrenewal, one evaluation consisting of at least three formal observations must be conducted annually by the first day of May. Each teacher on a limited or extended limited contract shall be provided with a written copy of the evaluation results by the tenth day of May.
- c. The Board may elect not to conduct an evaluation of a teacher who meets the following criteria:
  - (1) The teacher was on leave from the District for fifty percent (50%) or more of the school year, as calculated by the Board.
  - (2) The teacher has submitted notice of retirement, and that notice has been accepted by the Board not later than the first day of December of the school year in which the evaluation is otherwise scheduled to be conducted.
  - (3) Beginning with the 2017-2018 school year, a teacher who is participating in the teacher residency program established under O.R.C. §3319.223 for the year during which that teacher takes, for the first time, at least half of the performance-based assessment prescribed by the state board of education for resident educators.

2. Accomplished Teachers

- a. The Board elects to evaluate a teacher receiving an effectiveness rating of “Accomplished” on the teacher’s most recent evaluation conducted pursuant to this policy once every two (2) years, so long as the teacher’s

student academic growth measure, for the most recent school year for which data is available, is average or higher, as determined by the ODE. Any evaluation conducted under this provision must be conducted and completed by the first day of May, and the teacher shall be provided with a written copy of the evaluation results by the tenth day of May.

- b. The Board elects to evaluate a teacher receiving an effectiveness rating of “Accomplished” on the teacher’s most recent evaluation conducted pursuant to this policy via two cycles of formal observations and periodic classroom walkthroughs.
- c. In any year that a teacher is not formally evaluated pursuant to this policy as a result of receiving a rating of “Accomplished” on the teacher’s most recent evaluation, an individual qualified to evaluate a teacher under this policy shall conduct at least one (1) observation of that teacher and hold at least one (1) conference with that teacher.

D. **Assigning an Effectiveness Rating** (50% teacher performance and 50% student growth)

1. Each evaluation will result in an effectiveness rating of “Accomplished,” “Skilled,” “Developing,” or “Ineffective.” An effectiveness rating is based on the following two categories: 1) Teacher Performance; and 2) Student Growth Measures. Fifty percent (50%) of the evaluation will be attributed to Teacher Performance and fifty percent (50%) will be attributed to multiple measures of Student Growth, except as otherwise prescribed by the Alternative Framework for Evaluation outlined in this policy.

Teacher Performance and Student Growth Measures ratings shall be combined to reach the summative teacher effectiveness rating. The Evaluation Matrix developed by the ODE is incorporated herein.

The Board shall annually submit to the ODE, in accordance with ODE guidelines, the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated.

2. The District may choose to use the Alternative Framework for Evaluation prescribed below, if applicable, when evaluating teachers under O.R.C. §3319.111:
  - (a) For the 2015-2016 school year and any school year thereafter, the District shall calculate ratings assigned for teacher evaluations according to the following:
    - (1) The teacher performance measure, as defined by the ODE, shall account for 50% of each rating.

- (2) The student academic growth measure, as defined by the ODE, shall account for 35% of each rating.
- (3) The remainder shall be one of the following components:
  - (a) Student surveys;
  - (b) Teacher self-evaluations;
  - (c) Peer review evaluations;
  - (d) Student portfolios.
  - (e) [Any other component determined appropriate by the Board.]
- (4) The teacher performance measure and the student academic growth measure shall account for an equal percentage of each rating.

The District shall choose one of the instruments approved by the ODE when evaluating any of the components listed in (a)(3) or (b)(3) above.

E. **Calculating Teacher Performance**

Teacher Performance is evaluated during the two cycles of formal observations and periodic classroom walkthroughs. Unless the Alternative Framework for Evaluation outlined in this policy is used, fifty percent (50%) of the effectiveness rating will be attributed to Teacher Performance through a holistic process based upon the following *Ohio Standards for the Teaching Profession* and training for credentialed evaluators:

1. Understanding student learning and development and respecting the diversity of the students they teach;
2. Understanding the content area for which they have instructional responsibility;
3. Understanding and using varied assessment to inform instruction, evaluate and ensure student learning;
4. Planning and delivering effective instruction that advances individual student learning;
5. Creating learning environments that promote high levels of learning and student achievement;
6. Collaborating and communicating with students, parents, other educators, District administrators and the community to support student learning; and
7. Assuming responsibility for professional growth, performance, and involvement.

The Superintendent/designee has developed, in consultation with teachers, evaluation tools to be used in calculating the Teacher Performance component. The tools are aligned to the *Ohio Standards for the Teaching Profession* and the Ohio Teacher Evaluation System Performance Rubric.

F. **Calculating Student Growth Measures**

For purposes of the Ohio Teacher Evaluation System (OTES), “Student Growth” means the change in student achievement for an individual student between two or more points in time. This component of the evaluation includes some combination of the following: 1) Teacher-Level Value-Added Data; 2) ODE-Approved Assessments; and/or 3) Locally-Determined Measures.

1. Teacher-Level Value-Added: “Value-Added” refers to the value-added methodology provided by ODE. Where value-added data for grades 4-8 for English language arts and mathematics exists (via state-provided assessments), value-added data must be one of the multiple measures used in calculating student growth.
2. ODE-Approved List of Assessments: Assessments, if utilized by the District, must be included as one of the multiple measures of student growth. Assessments utilized must be included when calculating the appropriate percentage attributed to Student Growth Measures. The Superintendent/designee, in consultation with teachers and subject to Board approval, will utilize the assessments on the approved list as he/she deems necessary and appropriate.
3. Locally-Determined Measures: For courses of instruction in which neither Teacher Level Value-Added Data nor ODE-Approved Assessments are available, the Superintendent/designee, in consultation with teachers and subject to Board approval, shall establish a process in accordance with ODE guidance to create Student Learning Objectives (SLOs) to measure student growth in the courses of instruction.

In the calculation for student academic growth, a student who has forty-five (45) or more excused or unexcused absences during the full academic year will not be included.

Data from these multiple measures will be scored on five levels in accordance with ODE guidance and converted to a score in one of three levels of student growth: 1) “Above;” 2) “Expected;” and 3) “Below.”

The District shall not use the value-added progress dimension rating that is based on the results of the assessments prescribed under sections 3301.0710 and 3301.0712 of the Revised Code administered in the 2014-2015 and 2015-2016 school years for purposes of assessing student academic growth for teacher evaluations conducted under sections 3311.80, 3319.02, 3319.111, and 3319.112 of the Revised Code.

For a teacher of a grade level and subject area for which the value-added progress dimension is applicable, if no other measure is available to determine student academic growth as required under section 3311.80, 3319.112, or 3319.114 of the Revised Code, teacher evaluations shall be based solely on teacher performance.

G. **Professional Growth and Improvement Plans**

Teachers must develop professional growth or improvement plans based on the Evaluation Matrix.

1. Above-Expected levels: Teachers who meet Above-Expected levels of student growth must develop a professional growth plan and choose their credentialed evaluator for the evaluation cycle from the Board-approved list.
2. Expected levels: Teachers who meet Expected levels of student growth must develop a professional growth plan collaboratively with a credentialed evaluator for the evaluation cycle from the Board-approved list. The teacher will have input on the selection of a credentialed evaluator for the evaluation cycle.
3. Below-Expected levels: Teachers who meet Below-Expected levels of student growth must comply with an improvement plan developed by the credentialed evaluator assigned by the Superintendent/designee for the evaluation cycle from the Board-approved list.
4. Professional improvements plans shall include:
  - a. Specific performance expectations, resources, and assistance to be provided;
  - b. Its completion; and,
  - c. Monetary, time, material, and human resources as approved in advance by the Superintendent.
  - d. Protections
    - i. Other than a notation to the effect that a teacher served as a Mentor/Coach, the teacher's activities as a Mentor/Coach shall not be part of that staff member's evaluation.
    - ii. A Mentor/Coach shall not be requested or directed to make any recommendation regarding the continued employment of the teacher.

- iii. No Mentor/Coach shall be requested or directed to divulge information from the written documentation, or confidential mentor/mentee discussions.
- iv. At any time, the Mentor/Coach or the teacher may exercise the option to have a new Mentor/Coach assigned to the teacher, without repercussion.

#### H. **Retention and Promotion Decisions**

Teacher evaluations shall be used for retention and promotion decisions and for the removal of poorly performing teachers. A poorly-performing teacher is a teacher who is assigned an OTES performance rating of Ineffective for three (3) consecutive years, or 2) a teacher who receives an OTES performance rating of Ineffective for two (2) of three (3) consecutive years, one of which must be the third year of the three (3) year period.

Seniority shall not be a basis for making retention decisions, except when making a decision between teachers who have comparable evaluations.

#### I. **Professional Development**

Professional growth and improvement plans shall be developed as follows:

1. Teachers with above expected levels of student growth will develop a professional growth plan and may choose their credentialed evaluators for the evaluation cycle as set forth in this Agreement.
2. Teachers with expected levels of student growth will develop a professional growth plan collaboratively with the credentialed evaluators and will have input on their credentialed evaluators for the evaluation cycle as set forth in this Agreement.
3. Teachers with below expected levels of student growth will develop an improvement plan with their credentialed evaluators. The Administration will assign the credentialed evaluator for the evaluation cycle and approve the improvement plan as set forth in this Agreement.

In the event that a teacher and evaluator are unable to agree on the evaluator's expectations for the improvement plan, the teacher may request Union representation to facilitate further discussion between the teacher and the evaluator.

4. The Board shall provide for professional development to accelerate and continue teacher growth and improvement and to provide support to poorly performing teachers as set forth in this Agreement, subject to approval of the Superintendent.



J. **Testing for Teachers in Core Subject Areas**

Beginning with the 2015-16 school year, teachers who teach in a “core subject area” are required to register for and take all written examinations of content knowledge selected by ODE if the teacher has received an effectiveness rating of “Ineffective” on evaluations for two of the three most recent school years. “Core subject area” means reading and English language arts, mathematics, science, foreign language, government, economic, fine arts, history, and geography.

LEGAL REFS.: O.R.C. §§3319.111, 3319.112

Adopted: March 15, 2017

### **EVALUATION OF SCHOOL COUNSELORS**

The Board of Education adopts this standards-based school counselor evaluation policy, which conforms with the framework for the evaluation of school counselors developed under O.R.C. §3319.113. In the event of any conflict between the procedure set forth in this policy and O.R.C. §3319.113, the provisions of O.R.C. §3319.113 shall apply as if incorporated into this policy.

This policy shall become operative at the expiration of any collective bargaining agreement covering school counselors employed by the Board that is in effect on September 29, 2015 and shall be included in any renewal or extension of such an agreement. If the Board's school counselors are not covered by a collective bargaining agreement, this policy shall be implemented beginning in the 2016-2017 school year.

- A. The Board shall use the standards and criteria set forth in the "Ohio Standards for School Counselors," developed by the Ohio Department of Education, to distinguish between the following levels of performance for school counselors for purposes of assigning ratings on the evaluations conducted pursuant to this policy and O.R.C. §3319.113:
  - 1. Accomplished;
  - 2. Skilled;
  - 3. Developing;
  - 4. Ineffective.
- B. Only individuals who have completed Ohio School Counselor Evaluation System training are permitted to evaluate a school counselor in accordance with this policy.
- C. Each school counselor will be provided with a copy of a written report of the results of his/her evaluation.
- D. Beginning with the 2017-2018 school year, a school counselor's evaluation results will be considered by the Board in making retention and promotion decisions, and for the removal of poorly performing school counselors.
- E. The Board shall provide for professional development to accelerate and continue school counselor growth and provide support to poorly performing school counselors.
- F. School counselor evaluations shall occur annually, except as otherwise appropriate for a school counselor who received a final summative rating of accomplished or skilled on his/her most recent evaluation. The annual evaluation process will consist of two (2) formal observations of thirty (30) minutes each and informal observations.
- G. The Board may evaluate each school counselor who received a final summative rating of accomplished on his/her most recent evaluation once every three (3) school years, so long

as the metric of student outcomes, for the most recent school year for which data is available, is skilled or higher on the evaluation rubric. Such counselors will develop their own professional growth plan.

- H. The board may evaluate each school counselor who received a final summative rating of skilled on the most recent evaluation once every two (2) school years, so long as the metric of student outcomes, for the most recent school year for which data is available, is skilled or higher on the evaluation rubric. Such counselors will develop a professional growth plan collaboratively with their evaluator.
- I. During the years in which a school counselor who received a final summative rating of accomplished or skilled on his/her most recent evaluation is not fully evaluated, the Board shall conduct at least one (1) observation and one (1) conference with the school counselor.
- J. School counselors with a final summative rating of developing or ineffective on their most recent evaluation will develop a professional growth plan with their evaluator. For the professional growth plan to be implemented, such plan must receive the approval of the Superintendent.
- K. A school counselor may be placed on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.
- L. A school counselor shall receive a full evaluation during the first year that he/she is employed or re-employed by the Board, regardless of whether he/she received a final summative rating of accomplished or skilled on his/her most recent evaluation.
- M. Beginning with the 2017-2018 school year, the Board may elect not to conduct an evaluation of a school counselor who meets one of the following requirements:
  - 1. The school counselor was on leave from the District for fifty percent (50%) or more of the school year, as calculated by the Board.
  - 2. The school counselor has submitted notice of retirement and that notice has been accepted by the Board not later than the first day of December of the school year in which the evaluation is otherwise scheduled to be conducted.

The District shall annually submit a report to the ODE, in a form and manner prescribed by the ODE, regarding its implementation of counselor evaluations in accordance with this policy.

LEGAL REFS: O.R.C. §3319.113

Adopted: March 15, 2017

**BOARD OF EDUCATION**

**POLICIES**

**CHAPTER V**

**CLASSIFIED PERSONNEL**

---

### **EMPLOYMENT OF SUBSTITUTES**

Substitutes may be employed on a casual or day-to-day basis to take the place of regular personnel who must be absent from duty.

Classified substitutes will be paid on a per diem basis at a rate set by the Board.

The Superintendent or designee shall conduct a criminal records check on each substitute to be employed in accordance with Ohio law.

**EVALUATION OF CLASSIFIED PERSONNEL**  
**(NON-UNION)**

Regular evaluation of all non-union support staff is intended to bring about improved services, to provide a continuing record of the service of each employee, and to provide evidence on which to base decisions on assignment and re-employment.

1. All employees will have at least one evaluation per year. It is recommended that first year employees be evaluated at least twice in the first year. If two evaluations are given, the first shall take place within two months of the first day of work for the employee. Additional evaluations could be made if deemed necessary.
2. The evaluation will be conducted by the employee's supervisor or Superintendent's designee.
3. The employee and evaluator will confer following each evaluation.
4. The employee will sign the evaluation form indicating that the procedure has been followed and that a conference has been conducted. Signature on the form does not necessarily indicate approval.
5. If the employee disagrees with any part of the conference, he/she may attach a response to the evaluation.
6. A copy of all evaluations will be forwarded to the Superintendent. A copy of the evaluation shall become part of the employee's personnel record. One copy will be given to the employee.

While the results of the evaluation shall be reviewed when determining employee assignment, re-employment and other employment matters, the establishment of an evaluation procedure and/or results of the evaluation or failure to follow this evaluation procedure shall not create an expectancy of continued employment.

**SUPPORT STAFF HOURS AND OVERTIME**  
**(NON-UNION)**

- A. Hours worked shall be determined according to the Fair Labor Standards Act. Hours for which an employee is compensated for any type of leave, but during which he/she does not actually work, shall not be computed as “worked hours” for the purposes of determining overtime eligibility.
- B. Only work performed during an employee’s regularly scheduled work day, and those that are approved in advance by the employee’s supervisor shall be considered paid time. Prior authorization to work overtime or in addition to the employee’s normal hours must be in writing.
- C. In most circumstances, overtime shall be compensated at 1.5 times the employee’s regular rate of pay. However, individuals who work more than forty hours during any work week may be awarded compensatory time off up to a maximum of 240 hours. Comp time will be awarded at the rate of one hour per one hour overtime worked. If the employee requests comp time in lieu of pay for overtime, the decision to grant or deny the request shall rest with the Superintendent or designee. If comp time is offered by the Superintendent or designee, the employee may refuse time off and instead be compensated at 1.5 times their regular rate of pay.
  - 1. Efforts will be made to permit the use of comp time at the time mutually agreed upon by the individual and his/her supervisor; however, where the individual’s absence would unduly disrupt the district’s operations, the district retains the right to postpone comp time usage.
  - 2. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at a rate of compensation not less than:
    - a. The average regular rate received by the employee during the last three years of his/her employment; or
    - b. The final regular rate received by the employee, whichever is higher.
- D. Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

**VACATION USAGE**  
**(NON-UNION)**

Full time employees are entitled to paid vacation in accordance with O.R.C. §3319.084 as follows:

- A. After service of one year with the Board – two calendar weeks pay, excluding legal holidays.
- B. At ten or more years of service with the Board – three calendar weeks pay, excluding legal holidays.
- C. At twenty or more years of service with the Board – four calendar weeks, excluding legal holidays.

A full time employee is a person who is in service for not less than eleven months in each calendar year.

Employees must submit their request for vacation leave to their immediate supervisor at least six weeks in advance. Permission to use vacation leave will be determined based on the best interests of the district.



**BOARD OF EDUCATION**

**POLICIES**

**CHAPTER VI**

**PUPIL PERSONNEL**

---

### **COMPULSORY SCHOOL ATTENDANCE**

A child between six (6) and eighteen (18) years of age is "of compulsory school age" for the purpose of O.R.C. §§3321.01 to 3321.13, inclusive. A child under age six (6) who has been enrolled in kindergarten also shall be considered "of compulsory school age" unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten. All children of compulsory school age whose parents, as defined in O.R.C. §3321.01, reside in the Lexington Local School District shall be compelled to attend the schools of this district or another school that conforms to the minimum standards prescribed by the State Board of Education, or otherwise be instructed in accordance with law until one (1) of the following occurs:

- A. The child receives a diploma granted by the Board of Education or other governing authority, successfully completes the curriculum of any high school, or successfully completes the individualized education program (IEP) developed for him/her by any high school pursuant to O.R.C. §3323.08.
- B. The child receives an age and schooling certificate as provided in O.R.C. §3331.01.
- C. The child is excused from school under standards adopted by the State Board of Education or if in need of special education, the child is excused from such programs, pursuant to O.R.C. §3321.04.

**ACADEMIC ACCELERATION, EARLY ENTRANCE  
TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION**

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so.

The Lexington Local School District Board of Education believes that such students often require access to advanced curriculum in order to realize their potential contribution to themselves and society.

All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Lexington Local School District Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers.

This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers, and granted early graduation from high school.

A child shall be admitted if the child is five or six years of age, respectively, by the 30th day of September of the year of admittance, or by the first day of a term or semester other than one beginning in August or September if authorized by the Board. Pursuant to O.R.C. §3301.60, children of military families who transfer from a public school district in another state (the “sending state”) shall be enrolled in the grade level commensurate with their grade level in the prior district regardless of age. However, a student who has satisfactorily completed the prerequisite grade level in the public school district in another state shall be eligible for enrollment in the next highest grade, regardless of age.

**Early Entrance to Kindergarten or First Grade**

A child who does not meet the age requirement for admittance to kindergarten or first grade, but who will be five (5) or six (6) years old, respectively, prior to the first day of January of the school year in which admission is requested, shall be evaluated for early admittance upon referral by the child’s parent or guardian, an educator employed by the District, a preschool educator who knows the child, or a physician or psychologist who knows the child. Following an evaluation in accordance with a referral under this paragraph, the Board shall decide whether to admit the child. If a child for whom admission to kindergarten or first grade is requested will not be five (5) or six (6) years of age, respectively, prior to the first day of January of the school year in which admission

is requested, the child shall be admitted only in accordance with the District's acceleration policy set forth below.

#### Referrals and Evaluation

- A. Any student residing in the district may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or a parent or legal guardian of the student to the principal of his or her school for evaluation for possible accelerated placement. A student may refer himself or herself or a peer through a district staff member who has knowledge of the referred child's abilities.
- B. Copies of this policy and referral forms for evaluation for possible early entrance, whole-grade acceleration, individual subject acceleration, and early high school graduation shall be made available to district staff and parents at each school building. The principal of each school building (or his or her designee) shall solicit referrals of students for evaluation for possible accelerated placement annually, and ensure that all staff he or she supervises are aware of procedures for referring students for evaluation for possible accelerated placement.
- C. The principal (or his or her designee) of the referred student's school shall obtain written permission from the student's parent(s) or legal guardian(s) to evaluate the student for possible accelerated placement. The district shall evaluate all students who are referred for evaluation and whose parent(s) or legal guardian(s) have granted permission to evaluate the student for possible accelerated placement.
- D. Children who are referred for evaluation for possible accelerated placement sixty or more days prior to the start of the school year shall be evaluated in advance of the start of the school year so that the child may be placed in the accelerated placement on the first day of school. Children who are referred for possible accelerated placement sixty or more days prior to the start of the second semester shall be evaluated for possible accelerated placement at the start of the second semester. In all other cases, evaluations of a referred child shall be scheduled at the student's principal's discretion and placed in the accelerated setting(s) at the time recommended by the acceleration evaluation committee – if the committee determines the child should be accelerated. Pursuant to O.R.C. §3321.01, children who do not meet the age requirement for admittance to kindergarten or first grade shall also be evaluated for possible early admittance if referred by the child's parent or guardian, an educator within the district, a pre-school educator who knows the child, or a pediatrician or psychologist who knows the child.
- E. A parent or legal guardian of the evaluated student shall be notified in writing of the outcome of the evaluation process within forty-five days of the submission of the referral to the referred student's principal. This notification shall include instructions for appealing the outcome of the evaluation process.

- F. A parent or legal guardian of the referred student may appeal in writing the decision of the evaluation committee to the local Superintendent within thirty days of being notified of the committee's decision. The Superintendent shall review the appeal and notify the parent or legal guardian who filed the appeal of his or her final decision within thirty days of receiving the appeal. The Superintendent's decision shall be final. However, the student may be referred and evaluated again at the next available opportunity if he or she is again referred for evaluation by an individual eligible to make referrals as described in this policy.

#### Acceleration Evaluation Committee

##### A. Composition

1. The referred student's principal (or his or her designee) shall convene an evaluation committee to determine the most appropriate available learning environment for the referred student. This committee shall be comprised of the following:
  - (a) A principal or assistant principal from the child's current school;
  - (b) A current teacher of the referred student (with the exception of students referred for possible early admission to kindergarten);
  - (c) A teacher at the grade level to which the student may be accelerated (with the exception of students referred for possible early graduation from high school);
  - (d) A parent or legal guardian of the referred student or a representative designated by a parent or legal guardian of the referred student; and
  - (e) A gifted education coordinator or gifted intervention specialist. If a gifted coordinator or gifted intervention specialist is not available in the district, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted.
2. The acceleration evaluation committee shall be charged with the following responsibilities:
  - (a) The acceleration evaluation committee shall conduct a fair and thorough evaluation of the student.
    - (i) Students considered for whole-grade acceleration and early entrance to kindergarten shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education. The committee shall consider the student's own thoughts on possible accelerated placement in its deliberations.

- (ii) Students considered for individual subject acceleration shall be evaluated using a variety of data sources, including measures of achievement based on state academic content standards (in subjects for which the state has approved content standards) and consideration of the student's maturity and desire for accelerated placement. The committee shall consider the student's own thoughts on possible accelerated placement in its deliberations.
    - (iii) Students referred for possible early high school graduation shall be evaluated based on past academic performance, measures of achievement based on state academic content standards, and successful completion of state mandated graduation requirements. The committee shall consider the student's own thoughts on possible accelerated placement in its deliberations.
  - (b) The acceleration evaluation committee shall issue a written decision to the principal and the student's parent or legal guardian based on the outcome of the evaluation process. If a consensus recommendation cannot be reached by the committee, a decision regarding whether or not to accelerate the student will be determined by a majority vote of the committee membership.
  - (c) The acceleration evaluation committee shall develop a written acceleration plan for students who will be admitted early to kindergarten, whole-grade accelerated, or accelerated in one or more individual subject areas. The parent(s) or legal guardian(s) of the student shall be provided with a copy of the written acceleration plan. The written acceleration plan shall specify:
    - (i) Placement of the student in an accelerated setting;
    - (ii) Strategies to support a successful transition to the accelerated setting;
    - (iii) Requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
    - (iv) An appropriate transition period for accelerated placement for early entrants to kindergarten, grade-level accelerated students, and students accelerated in individual content areas.
  - (d) For students the acceleration evaluation committee recommends for early high school graduation, the committee shall develop a written acceleration plan designed to allow the student to complete graduation requirements on an accelerated basis. This may include the provision of educational options in accordance with O.A.C. 3301-35-06(G), waiving district prerequisite

requirements for enrolling in advanced courses, waiving district graduation requirements that exceed those required by the state, and early promotion to sophomore (or higher) status to allow the student to take the Ohio Graduation Test.

- (e) The acceleration evaluation committee shall designate a school staff member to ensure successful implementation of the written acceleration plan and to monitor the adjustment of the student to the accelerated setting.

#### Accelerated Placement

- A. The acceleration evaluation committee shall specify an appropriate transition period for accelerated placement for early entrants to kindergarten, grade-level accelerated students, and students accelerated in individual subject areas.
  - 1. At any time during the transition period, a parent or legal guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases, the principal shall remove the student without repercussions from the accelerated placement.
  - 2. At any time during the transition period, a parent or legal guardian of the student may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration committee to consider other accelerative options and issue a decision within thirty days of receiving the request from the parent or legal guardian. If the student will be placed in an accelerated setting different from that initially recommended by the acceleration evaluation committee, the student's written acceleration plan shall be revised accordingly, and a new transition period shall be specified.
- B. At the end of the transition period, the accelerated placement shall become permanent. The student's records shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

LEGAL REFS.: O.R.C. §§3301.60; 3321.01; 3324.10

Revised: March 18, 2015

### **INITIAL ADMISSION OF STUDENTS**

A student, at the time of his/her initial entry into the Lexington Local School District, shall present or have presented on his/her behalf by his/her parent(s), to the person in charge of admission a copy of his/her certificate of birth issued pursuant to O.R.C. Chapter 3705. or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation; copies of those records pertaining to him/her maintained by the school that he/she most recently attended; a certified copy of an order or decree allocating parental rights and responsibilities for the child and designating a residential parent or legal custodian of the child; and a copy of any power of attorney or caretaker authorization affidavit that has been executed with respect to the child pursuant to O.R.C. §§3109.51 to 3109.80. Any of the following shall be accepted in lieu of a certificate or certification of birth by the person in charge of admission: (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) Birth affidavit.

During the admission process, the principal or designee shall provide the student's parent with a copy of the most recent report card issued for the District. Within twenty-four (24) hours of the student's entry into school, the principal or designee shall request the student's official records from the school he/she most recently attended. If the sending school, upon contact, indicates that it has no record of the student or after fourteen (14) days no records are received, or if the student does not present a birth certificate or other document, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of that fact and of the possibility that the student may be a missing child as this term is defined in O.R.C. §2901.30.

Pursuant to O.R.C. §3301.60, if the student is a child of a military family who has transferred from another state (the "sending state") and official education records are not available, the District shall enroll and appropriately place the student based on information in the unofficial education records provided by the student's prior school district, pending validation by the student's official records, as quickly as possible.

If, at the time of a pupil's initial entry into the Lexington Local Schools, the pupil is under the care of a shelter for victims of domestic violence as defined in O.R.C. §3113.33, the pupil or his/her parent shall notify the building principal of this fact, and the principal or designee shall so inform the school from which the pupil's records are requested.

After a student has been admitted to kindergarten in a school district or chartered nonpublic school, the Board of Education shall not deny the student admission to this District based on the student's age. In cases where a question exists relative to grade placement of the entering pupil, the decision



will be made by the building principal based upon available data, which may include psychological evaluations, achievement test results, previous academic records, and parent conferences.

LEGAL REFS.: O.R.C. §§3301.60; 3313.6411; 3313.672; 3321.01

Revised: \_\_\_\_\_, 2012

**STUDENTS TRANSFERRING FROM STATE-APPROVED, NONPUBLIC SCHOOLS**

For credit or course-work to be accepted for courses taken in a State-approved, nonpublic school or a non-chartered school:

- A. The course must have been taught by a certified/licensed teacher;
- B. The course must have met at least one hundred twenty hours per year for instruction if a regular academic course, or the total hours per year as set forth in the State Minimum Standards, if other than a regular academic course;
- C. Course content must have been comparable to district-established courses of study.

All students entering from a state-approved, nonpublic school may be given an individual achievement test, which will be used as an aid in placing these students.

Recognition of credits or course-work from a State-approved, nonpublic school shall be granted when the above-stated criteria are satisfied. Only grades awarded for courses taken at the district or at a school approved by a state education agency shall be considered in class ranking and for entering on the transcript.

## **ENROLLMENT OF HOME EDUCATION STUDENTS**

### Enrollment

The Lexington Local School District shall enroll or re-enroll students who have been home educated without discrimination or prejudice. However, students who have been home educated shall be enrolled only on a full-time basis.

### Grade Placement for Grades K-8

Based on a review of the most recent annual academic assessment report and other home education records and evaluation information, the Superintendent will place the student in the grade level requested in accordance with O.R.C. §3319.01. If the student experiences any academic problems, school personnel shall request a parental meeting to review placement and any other options.

### Grade Placement for Grades 9-12

Based on a review of the most recent annual academic assessment report and other home education records and evaluation information, the Superintendent will tentatively place the student in the grade level requested in accordance with O.R.C. §3319.01, pending final determination of credits earned.

Permanent grade placement will be determined by the Superintendent in accordance with O.R.C. §3319.01, upon review of transcripts, final determination of course credits earned, and/or the results of any nationally normed, standardized achievement tests taken by the student, and a conference with the student and/or parent(s).

### Approval of Credits

Credit will be granted for any course appearing on a transcript from a correspondence school recognized and accepted by the school district.

In the absence of an official transcript, credit will be granted upon the student's passing a comprehensive final exam from the previous school year for each specific course.

The school district will be responsible for providing, administering, and scoring the exam(s).

### Graduation

To be eligible for graduation, the student must meet the conditions of this policy, as outlined above, and meet all other graduation requirements of the Lexington Local School District and the State of Ohio.

Extra Curricular Activities

To participate in school-sponsored extra-curricular and co-curricular activities, a student must be enrolled full-time in the Lexington Local School District and comply with all applicable rules and regulations of the school district and/or the Ohio High School Athletic Association.

### **INTRA-DISTRICT OPEN ENROLLMENT**

The Lexington Board of Education believes that students should be permitted to attend their school of choice, within the district. As such, the Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration.

- A. Only students who are residents and officially enrolled in the Lexington Schools may request consideration in the intra-district open enrollment plan.
- B. Students who have IEP's that require their attendance at a specific building must attend the building in which the services are offered.
- C. No existing programs will be eliminated or altered because of intra-district open enrollment.
- D. The district will continue to strive for the lowest student/teacher ratio possible at all levels.
- E. If new programs need to be implemented or programs currently in place need to be expanded, the intra-district open enrollment plan will be altered for the succeeding year.
- F. Due to limited educational space, it is understood that the number of students to be accommodated in this plan may be limited.
- G. No program will be moved to another building to accommodate students interested in transfer.
- H. The building capacity aspect of the plan will be reviewed annually and appropriate changes will be made, if necessary.
- I. Applications for changing schools must be received by the building principal between April 1 and June 1 each school year. Students who transfer to another building will be required to attend that building and all its activities for the entire year.
- J. Transportation will be the responsibility of the parent if the child is being transported outside the building attendance area. Buildings will continue to strive for the lowest student/teacher ratio and to achieve balanced enrollment.

### **Student Selection**

Priority I – Students, who officially reside in their respective attendance area, may not be refused attendance in that school regardless of building capacity, unless parents consent. Students who move into the attendance area during the school year may not be refused.

Priority II – Students will be selected on the basis of the information provided in the application. Students may not be considered for participation if the student has been a discipline problem. For students who have been accepted under the voluntary transfer program, these students will have priority if space is available. If limited space is available, those families already in the voluntary transfer program will be considered based on the number of years the children in the family have been a part of the program. Parents must make application by April 1 to participate in the next school year program. Students selected must finish the school year in the same building as requested in their application.

**Intra-District Open Enrollment  
Transfer Request**

The transfer of a student in the Lexington Schools out of his/her district of residence shall be in accordance with the district's intra-district open enrollment policy and regulations. Please complete the following and return it to the attention of the principal of the building you desire your child to attend. A scheduled appointment with that building administrator is also required. A decision will be reached on this application prior to the end of the current school year.

1. Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

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

2. Child's Name (for which transfer is being requested) \_\_\_\_\_

3. Siblings of child requesting transfer \_\_\_\_\_

4. School child currently attends \_\_\_\_\_

5. Grade of Child \_\_\_\_\_

6. School to which request is being made for transfer of child \_\_\_\_\_

7. Have you contacted the building principal where your child currently attends?

Yes \_\_\_\_\_ No \_\_\_\_\_

8. Have you had a conference with the principal and teacher concerning the reason for your child requesting the transfer? Yes \_\_\_\_\_ No \_\_\_\_\_

9. If the transfer request is granted, can you provide your own transportation?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. As briefly and as fully as possible, please state your reasons for requesting that your child be transferred: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

**INTER-DISTRICT OPEN ENROLLMENT**

The Lexington Local School District does not wish to participate in an open enrollment program for students from other school districts and will not accept such students.



**ENROLLMENT OF RESIDENT AND NONRESIDENT,  
HOMELESS, AND FOREIGN EXCHANGE STUDENTS**

A. General Policy:

Upon the recommendation of the Superintendent and approval of the Board of Education, and when space and other facilities are available, a non-resident pupil may attend the district's schools by paying the current state-established tuition rate and providing his/her own transportation. Permission for enrollment on a tuition basis will be granted only after parental conference with the Superintendent or designee and establishment of need. This privilege may be revoked if the student fails to follow the established rules and regulations.

B. Determination of Status:

It shall be the responsibility of each school principal to refer all students with non-resident parents, or where there is any question of residency, to the Superintendent for a decision as to his/her status as soon as it is known. The Board of Education reserves the right to review requests for admission of tuition students on a case-by-case basis. Any nonresident student who is under suspension or expulsion from another school system will not be admitted.

C. Eligibility for Enrollment:

1. A student who is living with parents or a parent as defined by Section 3313.64 of the Ohio Revised Code may be enrolled in this District so long as he/she resides with such parents or parent. (O.R.C. §3313.64(B)(1)). "Parent" means either parent, unless the parents are separated or divorced or their marriage has been dissolved or annulled, in which case, "parent" means the parent who is the residential parent and legal custodian of the child. When a child is in the legal custody of a government agency or a person other than the natural or adoptive parent, "parent" means the parent with residual parental rights, privileges, and responsibilities. When a child is in the permanent custody of a government agency or a person other than the natural or adoptive parent, "parent" means the parent who was divested of parental rights and responsibilities for the care of the child and the right to have the child live with him/her and be the legal custodian of the child and all residual parental rights, privileges, and responsibilities (O.R.C. §3313.64(A)(1)).

When a child is the subject of a power of attorney executed under O.R.C. §§3109.51 to 3109.62 or a caretaker authorization affidavit executed under O.R.C. §§3109.64 to 3109.73, "parent" means the grandparent designated as attorney in fact under the power of attorney or the grandparent that executed the caretaker authorization affidavit.

2. Students at least eighteen (18) but under twenty-two (22) years of age who live apart from their parents may be enrolled in this district upon establishment of a legal residence within the school district. Such students shall be required to provide evidence of the fact that they live apart from their parents, support themselves by their own labor, have not completed the high school curriculum or their IEP, and any other fact deemed relevant by the responsible administrator (O.R.C. §3313.64 (F)(1)).
3. Students under eighteen (18) years of age who are married and reside in this district are entitled to attend the Lexington Local Schools free of any tuition obligation (O.R.C. §3313.64(F)(2)).
4. After the approval of admission, the Board of Education may waive tuition for students who will temporarily reside in the Lexington Local School District and are:
  - a. Residents or domiciliaries of a foreign nation who request admission as foreign exchange students; or
  - b. Residents or domiciliaries of the United States but not of Ohio who request admission as participants in an exchange program operated by a student exchange organization (O.R.C. §3313.64(G)).
  - c. A non-immigrant student may be admitted into the United States in non-immigrant status under Section 101(a)(15)(F) of the Act, if
    - (1) The student presents a SEVIS Form I-20 issued in his or her own name by a school approved by the Service for attendance by F-1 foreign students;
    - (2) The student has documentary evidence of financial support in the amount indicated on the SEVIS Form I-20;
    - (3) For students seeking initial admission only, the student intends to attend the school specified in the student's visa (or, where the student is exempt from the requirement for a visa, the school indicated on the SEVIS Form I-20 (or the Form I-20A-B/I-20ID); and
    - (4) In the case of a student who intends to study at a public secondary school, the student has demonstrated that he or she has reimbursed the local educational agency that administers the school for the

full, unsubsidized per capita cost of providing education at the school for the period of the student's attendance.

- (5) Selection is limited to no more than five (5) secondary school students or recent graduates between the ages of sixteen (16) and nineteen (19) who have sufficient knowledge of English to enable them to function in an English-speaking environment without the use of an interpreter.
- (6) The student, while attending the district, must reside with a host family whose residence is within the district.
- (7) The sponsoring organization, endorsed by the United States Information Agency, will be expected to adhere to guidelines which enable the student to acquire the necessary visa.
- (8) The sponsoring organization shall be responsible for the selection of the host family(s) and shall document, prior to enrollment, that a host family has been established.
- (9) The request for student acceptance, and the transcript of the applicant's records, must be received prior to August 1<sup>st</sup> preceding the school year for which admission is being sought. Attendance for the full academic year will be considered as an optimum arrangement.
- (10) The applicant will be required to have reading, writing, and speaking proficiency in the English language. The district will determine by an evaluation of the student's qualification whether the student has sufficient scholastic preparation to enable the student to undertake a full course of study.
- (11) Arrangement between the sponsoring organization, the student's parents, and the student must clearly delineate the sponsoring organization's rules as well as costs and refund policies and must be submitted at the time of enrollment. The district shall provide copies of the student handbook which shall be a part of such agreements.
- (12) The Superintendent or designee shall send written acceptance of the student to the sponsoring organization and the student by the date agreed upon by the sponsor and the district.

- (13) The principal shall designate a member of the faculty or school administration as the student’s advisor during his/her stay at the school. The advisor shall serve as the liaison between the school and host family, school and sponsor, student and student body, and the school and community.
5. A student who has a medical condition that may require emergency medical attention is entitled to attend the Lexington Local Schools free of any tuition obligation if either of the child's parents is employed in the Lexington Local School District, subject to the following conditions:
  - a. The parent must submit to the Board of Education a statement from the child's physician certifying that the child's medical condition may require emergency medical attention;
  - b. Additional evidence supporting the above statement may be required by the Board (O.R.C. §3313.64(F)(3)).
6. Students residing in this district with a person other than their parent are entitled to attend the Lexington Local Schools free of any tuition obligation for a period not to exceed twelve (12) months if the child's parent files an affidavit with the Superintendent or designee stating all of the following:
  - a. The parent is serving outside of the state in the armed forces of the United States;
  - b. The parent intends to reside within the district upon returning to this state;
  - c. The name and address of the person(s) with whom the child is living while the parent is outside the state (O.R.C. §3313.64(F)(4)).
7. A student under the age of twenty-two (22) who, after the death of a parent, resides in a school district other than the Lexington Local School District may continue to attend school in the district free of any tuition obligation for the remainder of the school year, subject to the approval of the Board of Education, if the child attended school in the district at the time of the parent's death (O.R.C. §3313.64(F)(5)).
8. A student under the age of twenty-two (22) who resides with a parent who presently resides outside of the district but is having a new house built within the Lexington Local School District may attend school in the district tuition-free for a period of time not to exceed ninety (90) days as established by the Superintendent if the parent provides the Superintendent with the following:

- a. A sworn statement explaining the situation, revealing the location of the house being built, and stating the parent's intention to reside there upon its completion;
  - b. A statement from the builder confirming that a new house is being built for the parent and that the house is at the location indicated in the parent's statement (O.R.C. §3313.64(F)(6)).
9. A student under the age of twenty-two (22) who resides with a parent who presently resides outside of the district but has a contract to purchase a house in the Lexington Local School District and is waiting upon the date of closing of the mortgage loan for the purchase of such house may attend school in the district tuition-free for a period of time not to exceed ninety (90) days as determined by the Superintendent if the parent provides the Superintendent with the following:
  - a. A sworn statement explaining the situation, revealing the location of the house being purchased, and stating the parent's intent to reside there;
  - b. A statement from a real estate broker or bank officer confirming that the parent has a contract to purchase the house, that the parent is waiting upon the date of closing of the mortgage loan, and that the house is at the location indicated in the parent's statement (O.R.C. §3313.64(F)(7)).
10. Students who do not reside with their natural or adoptive parents but reside within the Lexington Local School District may be enrolled in this district if any of the following apply:
  - a. The child is in the legal or permanent custody of a government agency or a person other than his/her natural or adoptive parent (O.R.C. §3313.64(B)(2)(a));
  - b. The child resides in a home (O.R.C. §3313.64(B)(2)(b));
  - c. The child requires special education (O.R.C. §3313.64(B)(2)(c)); or
  - d. At least one (1) of the child's parents is in a residential or correctional facility or a juvenile residential placement and the other parent is not known to reside in Ohio (O.R.C. §3313.65(C)).
11. A child residing with a resident of the state in the Lexington Local School District with whom he/she has been placed for adoption shall be admitted to the schools of this district tuition-free unless the placement for adoption has been terminated or another school district is required to admit the child (O.R.C. §3313.64(B)(3)).

12. A child who is with his/her parent under the care of a shelter for victims of domestic violence, as defined in O.R.C. §3113.33, located in the Lexington Local School District is entitled to attend the Lexington Local Schools tuition-free (O.R.C. §3313.64(F)(9)).
13. A child under the age of twenty-two (22) whose parent has moved out of the Lexington Local School District after the commencement of classes in the child's senior year of high school is entitled, upon approval of the Board of Education, to continue to attend the Lexington Local School District tuition-free for the remainder of the school year and for one (1) additional semester or equivalent term (O.R.C. §3313.64(F)(10)).
14. A child under the age of twenty-two (22) who is in the custody of his/her parent, resides with a grandparent in the Lexington Local School District, and does not require special education is entitled to attend the Lexington Local School District tuition-free provided that prior to such attendance this Board of Education and the board of education of the school district in which the parent resides enter into an agreement specifying that good cause exists for such attendance, describing the nature of the good cause, and consenting to such attendance (O.R.C. §3313.64(F)(11)).
15. A grandparent residing in the Lexington Local School District, who is attorney in fact under a power of attorney executed under O.R.C. §§3109.51 to 3109.62 or who executed a caretaker authorization affidavit under O.R.C. §§3109.64 to 3109.73, may enroll the child, who is the subject of the power of attorney or affidavit, in the Lexington Local Schools, unless another reason exists under the Revised Code to exclude the child.
16. A child under the age of twenty-two (22) is entitled to attend school in a school district other than the district in which the child is entitled to attend school under division C.1., C.10., C.11., or D.4. of this policy, if, prior to such attendance in any school year, both of the following occur:
  - a. The superintendent of the district in which the child is entitled to attend under division C.1., C.10., C.11., or D.4. of this policy contacts the superintendent of another district;
  - b. The superintendents of both districts enter into a written agreement that consents to the attendance and specifies that the purpose of the attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendents (O.R.C. §3313.64(F)(12)).

17. The Lexington Local School District will comply with the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 ~~et seq.~~ providing for a free, appropriate public education, including public preschool, to each homeless child. When a child loses permanent housing and becomes a homeless person, or when a child who is such a homeless person changes temporary living arrangements, the child's parent or guardian shall have the option of enrolling the child **or youth** in either of the following:
- a. The child's school of origin as defined in 42 U.S.C. §11432(g)(3)(C);
  - b. The school that is operated by the school district in which the shelter where the child currently resides is located and that serves the geographic area where the shelter is located (O.R.C. §3313.64(F)(13)).

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes -

- (1) Children and youth who are:
  - (a) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
  - (b) Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - (c) Living in emergency or transitional shelters;
  - (d) Abandoned in hospitals; or
  - (e) Awaiting foster care placement.
- (2) Children and youth who have 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;
- (3) Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (4) Migratory children who qualify as homeless because they are living in circumstances described above.

c. Specific Duties of the Board:

The Board shall ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless. Under the McKinney-Vento Act, the Board is responsible for fulfilling the following duties to homeless children and youths:

- (1) Presuming that continuing the child's or youth's education in the school of origin is in the child's or youth's best interest, unless contrary to the request of the child or child's parent or guardian, or (in the case of an unaccompanied youth) the youth;
  - (a) Considering student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility or achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
  - (b) If, after conducting the best interest of the child or youth presumption and considering the student-centered factors in Paragraph 1 above, the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal.
- (2) Providing for the immediate enrollment of a homeless child and the maintenance of student records for the child;
- (3) Providing services comparable to what other students receive in the areas of transportation, Title I programs, children with disabilities, limited English proficiency, vocational and technical education, gifted and talented education, and school nutrition;
- (4) Coordinating services to homeless children with other school districts, local social service agencies, and programs that assist homeless children and youth and their families;
- (5) Establishing a local liaison for homeless children and youth; and



- (6) Reviewing and revising policies to ensure that no policies act as barriers to the enrollment of homeless children and youths.

d. District Liaison for Homeless Children and Youth

The local liaison for homeless children and youth is the Superintendent or designee. The liaison is responsible for ensuring that:

- (1) Homeless children are identified by District personnel through outreach and coordination activities with other agencies;
- (2) Homeless children are enrolled in and have a full and equal opportunity to succeed in District schools;
- (3) Homeless children and their families have access to and receive educational services for which they are eligible and referrals for other appropriate services including health care, dental, mental health, and substance abuse services, housing services, and other appropriate services;
- (4) Parents or guardians of homeless children are informed of the educational and related opportunities available to their children and a meaningful opportunity to participate in the education of their children;
- (5) The liaison provides assistance to an unaccompanied youth with placement or enrollment decisions, considers their views, and notifies the unaccompanied youth of the right to appeal such decisions;
- (6) Public notice of the educational rights of homeless children is disseminated in locations frequented by parents or guardians of such children, including areas where such children receive services, such as schools, family shelters, soup kitchens, and public libraries, in a manner and form understandable to the parents and guardians of such children;
- (7) Parents or guardians of homeless children are fully informed of and assisted with accessing transportation services available to the child, including transportation to the child's school of origin;
- (8) Disputes over enrollment decisions are resolved as quickly as possible after receiving notice of the dispute;

- (9) District personnel providing services pursuant to this Board policy receive professional development and other support; and
- (10) Ensure that homeless children and youths are informed of their status as independent students under the Higher Education Act and that they may obtain assistance from the District to receive verification for the FAFSA.

e. Procedure for Enrollment Decisions and Dispute Resolution:

If the Superintendent or designee determines that the best interest of the child requires the child to be enrolled in a school other than the school of origin or the school requested by the parent or guardian, the Superintendent or designee shall provide a written explanation to the child's parent or guardian, including the right to appeal such determination to the liaison.

The liaison shall inform the parent or guardian that they can provide written or oral documentation to support their position. The liaison shall review the issue and documentation and issue a decision in writing to the parent or guardian.

If the dispute is not resolved, the liaison shall refer the dispute to the Ohio Department of Education Homeless Consultant for the purpose of utilizing the resolution process on the state level.

f. Privacy

Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information.

18. A student under the age of twenty-two (22) who resides with a person other than the student's parent is entitled to attend school in the district in which that person resides if both of the following apply:

- a. The person has been appointed through a military power of attorney executed under section 574(a) of the National Defense Authorization Act for Fiscal Year 1994, or through a comparable document necessary to complete a family care plan, as the parent's agent for the care, custody, and control of the child while the parent is on active duty as a member of the national guard or a reserve unit of the armed forces of the United

States or because the parent is a member of the armed forces of the United States and is on a duty assignment away from the parent's residence.

- b. The military power of attorney or comparable document includes at least the authority to enroll the child in school.

The entitlement to attend school in the district in which the parent's agent resides applies until the end of the school year in which the military power of attorney or comparable document expires. (O.R.C. §3313.64(F)(14)).

19. A child under twenty-two (22) years of age may attend school in the school district in which the child, at the end of the first full week of October of the school year, was entitled to attend school, if at that time the child was enrolled in the schools of the district but since that time the child or the child's parent has relocated to a new address located outside of that school district and within the same county as the child's or parent's address immediately prior to the relocation. The child may continue to attend school in the district, and at the school to which the child was assigned at the end of the first full week of October of the current school year, for the balance of the school year, only if both of the following conditions are satisfied:
  - a. The board of education of the school district in which the child was entitled to attend school at the end of the first full week in October and of the district to which the child or child's parent has relocated each has adopted a policy to enroll such children.
  - b. The child's parent provides written notification of the relocation outside of the school district to the superintendent of each of the two school districts.

At the beginning of the school year following the school year in which the child or the child's parent relocated outside of the school district, the child is not entitled to attend school in the school district.

Any person or entity owing tuition to the school district on behalf of the child at the end of the first full week in October, shall continue to owe such tuition to the district for the child's attendance for the lesser of the balance of the school year or the balance of the time that the child attends school in the district.

A pupil who may attend school in the district under this section shall be entitled to transportation services pursuant to an agreement between the district and the district in which the child or child's parent has relocated unless the districts have not entered into such agreement, in which case the child shall be entitled to transportation services in the same manner as a pupil attending school in the

district under inter-district open enrollment as described in O.R.C. §3313.981(H), regardless of whether the district has adopted an open enrollment policy. (O.R.C. §3313.64(I)).

20. A child whose parent is a member of the national guard or a reserve unit of the armed forces of the United States and is called to active duty, or a child whose parent is a member of the armed forces of the United States and is ordered to a temporary duty assignment outside of the district, may continue to attend school in the district in which the child's parent lived before being called to active duty or ordered to a temporary duty assignment outside of the district, as long as the child's parent continues to be a resident of that district, and regardless of where the child lives as a result of the parent's active duty status or temporary duty assignment. However, the district is not responsible for providing transportation for the child if the child lives outside of the district as a result of the parent's active duty status or temporary duty assignment. (O.R.C. §3313.64(M)).
21. Students in grades one (1) through twelve (12) whose parent or parents are non-residents of the Lexington Local School District and who are not otherwise eligible to be enrolled in this district may be admitted ONLY after it has been determined that facilities are available, the pupil is acceptable, his/her enrollment is authorized and approved by the Superintendent and the Board of Education, and the following condition or conditions which are applicable are complied with by the responsible party:
  - a. The parents have entered into an agreement to pay tuition at the prevailing rate, and paid same to the Treasurer at least one (1) month in advance (O.R.C. §§3317.08, 3327.06, 3313.64).
  - b. A contract has been entered into between the board of education of the district of residence and the Lexington Local Board of Education, providing for the payment of tuition by the district of residence (O.R.C. §3327.04).

If a limited number of nonresident students can be admitted, they will be considered in order of application. A new request must be made on an annual basis for each subsequent school year for which admission as a tuition student is requested.

D. Payment of Tuition:

1. If a student is admitted under division C.10.a.-c. of this policy, tuition shall be paid to the Lexington Local School District as follows:

- a. If the child receives special education in accordance with Chapter 3323 of the Revised Code, tuition shall be paid in accordance with Section 3323.091, 3323.13, 3323.14, or 3323.141 of the Revised Code regardless of who has custody of the child or whether he/she resides in a home (O.R.C. §3313.64(C)(1)).
  - b. If the child is in the permanent or legal custody of a government agency or person other than the child's parent, tuition shall be paid by:
    - (1) The school district in which the child's parent resided at the time the court removed the child from his/her home or at the time the court vested legal or permanent custody of the child in the person or government agency, whichever occurred first (O.R.C. §3313.64(C)(2)(a)); or
    - (2) If the parent's residence is unknown, tuition shall be paid by the district in which the child resided at the time he/she was removed from his/her home or placed in legal or permanent custody, whichever occurred first (O.R.C. §3313.64(C)(2)(b)); or
    - (3) If a school district cannot be established under either provision above, tuition shall be paid by the district as determined by the court at the time it vests custody of the child in the person or government agency (O.R.C. §§3313.64(C)(2)(c)--2151.357).
  - c. If the child resides in a home and is not in the permanent or legal custody of a government agency or person other than the parent, tuition shall be paid by:
    - (1) The school district in which the child's parent resides (O.R.C. §3313.64(C)(3)(a)); or
    - (2) If the child's parent is not a resident of this state, the home in which the child resides (O.R.C. §3313.64(C)(3)(b)).
  - d. In addition, if the child requires special services, any excess costs will be paid by the parents.
2. If a student is admitted under division C.10.d. of this policy, tuition shall be paid in accordance with O.R.C. §3313.65.
  3. If a student is admitted under division C.18. of this policy, tuition shall be paid to the Lexington Local School District as follows:

- a. By the parent/guardian at least one (1) month in advance (O.R.C. §3327.06); or
  - b. By the school district of residence (O.R.C. §3327.04).
4. A student may be enrolled free of tuition obligation for a period not to exceed sixty (60) days, on the sworn statement of an adult resident of the district that he/she has initiated legal proceedings for custody of the child (O.R.C. §3313.64(E)).
  5. Tuition shall be charged at the appropriate rate determined by the Lexington Local Board of Education in accordance with O.R.C. §§3317.08, 3317.081, or 3313.64(I).
  6. It shall be the duty of the Superintendent or designee to insure that tuition is paid.
- E. Moving Out of District During School Year:
1. Except as provided in division C.6., 7., and 13. of this policy, in the event a family moves out of the Lexington Local School District, the student shall transfer to the new school district of the parent's residency. In special situations, which are to be determined at the sole discretion of the Superintendent or designee, a student may be allowed to complete the balance of the school year in the Lexington Local Schools, and tuition shall be charged effective with the beginning of the next succeeding month.
  2. In the event a student under the age of eighteen (18) residing in the district, whose parents have moved outside of the district, wants to be accepted as a student in the Lexington Local School District, then he/she must present an actual court order placing the custody of said child with a bona fide resident of this district.
- F. Suspension for Non-Payment of Tuition:
- On or before the first day of classes each fall, the Treasurer will report the names of all students for whom tuition is due and unpaid to the Superintendent, who shall suspend the student(s) from school forthwith. In the event the tuition is not brought current prior to the expiration of the suspension, said student will be expelled. Compliance with Board Policy 6.20 and 6.21 will be effected.

G. Report to the Treasurer of Board (O.R.C. §3321.12):

The principal of each school shall report to the Treasurer of the Board of Education the names, ages, and places of residence of all students whose parents do not reside within the Lexington Local School District, together with any other facts the Treasurer requires to facilitate the carrying out of the laws. Such report shall be made within the first two (2) weeks of the beginning of school in each school year and shall be corrected by a weekly report of changes.

LEGAL REFS: O.R.C. §3313.64  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11421 *et seq.*  
20 U.S.C. §6311

Adopted: November 16, 2016

### POWER OF ATTORNEY

I, the undersigned, residing at \_\_\_\_\_ in the county of \_\_\_\_\_, state of \_\_\_\_\_, hereby appoint the child's grandparent, \_\_\_\_\_, residing at \_\_\_\_\_, in the county of \_\_\_\_\_, in the state of Ohio, with whom the child of whom I am the parent, guardian, or custodian is residing, my attorney in fact to exercise any and all of my rights and responsibilities regarding the care, physical custody, and control of the child, \_\_\_\_\_, born \_\_\_\_\_, having social security number (optional) \_\_\_\_\_, except my authority to consent to marriage or adoption of the child \_\_\_\_\_, and to perform all acts necessary in the execution of the rights and responsibilities hereby granted, as fully as I might do if personally present. The rights I am transferring under this power of attorney include the ability to enroll the child in school, to obtain from the school district educational and behavioral information about the child, to consent to all school-related matters regarding the child, and to consent to medical, psychological, or dental treatment for the child. This transfer does not affect my rights in any future proceedings concerning the custody of the child or the allocation of the parental rights and responsibilities for the care of the child and does not give the attorney in fact legal custody of the child. This transfer does not terminate my right to have regular contact with the child.

I hereby certify that I am transferring the rights and responsibilities designated in this power of attorney because one of the following circumstances exists:

- (1) I am: (a) Seriously ill, incarcerated or about to be incarcerated; (b) Temporarily unable to provide financial support or parental guidance to the child; (c) Temporarily unable to provide adequate care and supervision of the child because of my physical or mental condition; (d) Homeless or without a residence because the current residence is destroyed or otherwise uninhabitable; or (e) In or about to enter a residential treatment program for substance abuse;
- (2) I am a parent of the child, the child's other parent is deceased, and I have authority to execute the power of attorney; or
- (3) I have a well-founded belief that the power of attorney is in the child's best interest.

I hereby certify that I am not transferring my rights and responsibilities regarding the child for the purpose of enrolling the child in a school or school district so that the child may participate in the academic or interscholastic athletic programs provided by that school or district.



I understand that this document does not authorize a child support enforcement agency to redirect child support payments to the grandparent designated as attorney in fact. I further understand that to have an existing child support order modified or a new child support order issued administrative or judicial proceedings must be initiated.

If there is a court order naming me the residential parent and legal custodian of the child who is the subject of this power of attorney and I am the sole parent signing this document, I hereby certify that one of the following is the case:

- (1) I have made reasonable efforts to locate and provide notice of the creation of this power of attorney to the other parent and have been unable to locate that parent;
- (2) The other parent is prohibited from receiving a notice of relocation; or
- (3) The parental rights of the other parent have been terminated by order of a juvenile court.

This POWER OF ATTORNEY is valid until the occurrence of whichever of the following events occurs first: (1) one year elapses following the date this POWER OF ATTORNEY is notarized; (2) I revoke this POWER OF ATTORNEY in writing; (3) the child ceases to reside with the grandparent designated as attorney in fact; (4) this POWER OF ATTORNEY is terminated by court order; (5) the death of the child who is the subject of the power of attorney; or (6) the death of the grandparent designated as the attorney in fact.

**WARNING: DO NOT EXECUTE THIS POWER OF ATTORNEY IF ANY STATEMENT MADE IN THIS INSTRUMENT IS UNTRUE. FALSIFICATION IS A CRIME UNDER [SECTION 2921.13 OF THE REVISED CODE](#), PUNISHABLE BY THE SANCTIONS UNDER CHAPTER 2929. OF THE REVISED CODE, INCLUDING A TERM OF IMPRISONMENT OF UP TO 6 MONTHS, A FINE OF UP TO \$1,000, OR BOTH.**

Witness my hands this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Grandparent Designated as Attorney in Fact

State of Ohio )  
 ) ss:  
County of \_\_\_\_\_ )

Subscribed, sworn to, and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Notices:

1. A power of attorney may be executed only if one of the following circumstances exists:  
(1) The parent, guardian, or custodian of the child is: (a) Seriously ill, incarcerated or about to be incarcerated; (b) Temporarily unable to provide financial support or parental guidance to the child; (c) Temporarily unable to provide adequate care and supervision of the child because of the parent's, guardian's, or custodian's physical or mental condition; (d) Homeless or without a residence because the current residence is destroyed or otherwise uninhabitable; or (e) In or about to enter a residential treatment program for substance abuse; (2) One of the child's parents is deceased and the other parent, with authority to do so, seeks to execute a power of attorney; or (3) The parent, guardian, or custodian has a well-founded belief that the power of attorney is in the child's best interest.
2. The signatures of the parent, guardian, or custodian of the child and the grandparent designated as the attorney in fact must be notarized by an Ohio notary public.
3. A parent, guardian, or custodian who creates a power of attorney must notify the parent of the child who is not the residential parent and legal custodian of the child unless one of the following circumstances applies: (a) the parent is prohibited from receiving a notice of relocation in accordance with section 3109.051 of the Revised Code of the creation of the power of attorney; (b) the parent's parental rights have been terminated by order of a juvenile court pursuant to Chapter 2151. of the Revised Code; (c) the parent cannot be located with reasonable efforts; (d) both parents are executing the power of attorney. The notice must be sent by certified mail not later than five days after the power of attorney is created and must state the name and address of the person designated as the attorney in fact.
4. A parent, guardian, or custodian who creates a power of attorney must file it with the juvenile court of the county in which the attorney in fact resides, or any other court that has jurisdiction over the child under a previously filed motion or proceeding. The power of attorney must be filed not later than five days after the date it is created and be accompanied by a receipt showing that the notice of creation of the power of attorney was sent to the parent who is not the residential parent and legal custodian by certified mail.
5. A parent, guardian, or custodian who creates a second or subsequent power of attorney regarding a child who is the subject of a prior power of attorney must file the power of attorney with the juvenile court of the county in which the attorney in fact resides or any other court that has jurisdiction over the child under a previously filed motion or proceeding. On filing, the court will schedule a hearing to determine whether the power of attorney is in the child's best interest.

6. This power of attorney does not affect the rights of the child’s parents, guardian, or custodian regarding any future proceedings concerning the custody of the child or the allocation of the parental rights and responsibilities for the care of the child and does not give the attorney in fact legal custody of the child.
7. A person or entity that relies on this power of attorney, in good faith, has no obligation to make any further inquiry or investigation.
8. This power of attorney terminates on the occurrence of whichever of the following occurs first: (1) one year elapses following the date the power of attorney is notarized; (2) the power of attorney is revoked in writing by the person who created it; (3) the child ceases to live with the grandparent who is the attorney in fact; (4) the power of attorney is terminated by court order; (5) the death of the child who is the subject of the power of attorney; or (6) the death of the grandparent designated as the attorney in fact.

(If this power of attorney terminates other than by the death of the attorney in fact, the grandparent who served as the attorney in fact shall notify, in writing, all of the following:

- (a) Any schools, health care providers, or health insurance coverage provider with which the child has been involved through the grandparent;
  - (b) Any other person or entity that has an ongoing relationship with the child or grandparent such that the other person or entity would reasonably rely on the power of attorney unless notified of the termination;
  - (c) The court in which the power of attorney was filed after its creation; and
  - (d) The parent who is not the residential parent and legal custodian of the child who is required to be given notice of its creation. The grandparent shall make the notification not later than one week after the date the power of attorney terminates.
9. If this power of attorney is terminated by written revocation of the person who created it, or the revocation is regarding a second or subsequent power of attorney, a copy of the revocation must be filed with the court with which that power of attorney was filed.

Additional information:

To the grandparent designated as attorney in fact:

1. If the child stops living with you, you are required to notify, in writing, any school, health care provider, or health care insurance provider to which you have given this power of attorney. You are also required to notify, in writing, any other person or entity that has

an ongoing relationship with you or the child such that the person or entity would reasonably rely on the power of attorney unless notified. The notification must be made not later than one week after the child stops living with you.

2. You must include with the power of attorney the following information:
  - (a) The child's present address, the addresses of the places where the child has lived within the last five years, and the name and present address of each person with whom the child has lived during that period;
  - (b) Whether you have participated as a party, a witness, or in any other capacity in any other litigation, in this state or any other state, that concerned the allocation, between the parents of the same child, of parental rights and responsibilities for the care of the child and the designation of the residential parent and legal custodian of the child or that otherwise concerned the custody of the same child;
  - (c) Whether you have information of any parenting proceeding concerning the child pending in a court of this or any other state;
  - (d) Whether you know of any person who has physical custody of the child or claims to be a parent of the child who is designated the residential parent and legal custodian of the child or to have parenting time rights with respect to the child or to be a person other than a parent of the child who has custody or visitation rights with respect to the child;
  - (e) Whether you previously have been convicted of or pleaded guilty to any criminal offense involving any act that resulted in a child being an abused child or a neglected child or previously have been determined, in a case in which a child has been adjudicated an abused child or a neglected child, to be the perpetrator of the abusive or neglectful act that was the basis of the adjudication.

To school officials:

1. Except as provided in section 3313.649 of the Revised Code, this power of attorney, properly completed and notarized, authorizes the child in question to attend school in the district in which the grandparent designated as attorney in fact resides and that grandparent is authorized to provide consent in all school-related matters and to obtain from the school district educational and behavioral information about the child. This power of attorney does not preclude the parent, guardian, or custodian of the child from having access to all school records pertinent to the child.
2. The school district may require additional reasonable evidence that the grandparent lives in the school district.

3. A school district or school official that reasonably and in good faith relies on this power of attorney has no obligation to make any further inquiry or investigation.

To health care providers:

1. A person or entity that acts in good faith reliance on a power of attorney to provide medical, psychological, or dental treatment, without actual knowledge of facts contrary to those stated in the power of attorney, is not subject to criminal liability or to civil liability to any person or entity, and is not subject to professional disciplinary action, solely for such reliance if the power of attorney is completed and the signatures of the parent, guardian, or custodian of the child and the grandparent designated as attorney in fact are notarized.
2. The decision of a grandparent designated as attorney in fact, based on a power of attorney, shall be honored by a health care facility or practitioner, school district, or school official.

### CARETAKER AUTHORIZATION AFFIDAVIT

Use of this affidavit is authorized by sections 3109.65 to 3109.73 of the Ohio Revised Code.

Completion of items 1-7 and the signing and notarization of this affidavit is sufficient to authorize the grandparent signing to exercise care, physical custody, and control of the child who is its subject, including authority to enroll the child in school, to discuss with the school district the child's educational progress, to consent to all school-related matters regarding the child, and to consent to medical, psychological, or dental treatment for the child.

The child named below lives in my home, I am 18 years of age or older, and I am the child's grandparent.

1. Name of child: \_\_\_\_\_
2. Child's date and year of birth: \_\_\_\_\_
3. Child's social security number (optional): \_\_\_\_\_
4. My name: \_\_\_\_\_
5. My home address: \_\_\_\_\_
6. My date and year of birth: \_\_\_\_\_
7. My Ohio driver's license number or identification card number: \_\_\_\_\_
8. Despite having made reasonable attempts, I am either:
  - (a) Unable to locate or contact the child's parents, or the child's guardian or custodian; or
  - (b) I am unable to locate or contact one of the child's parents and I am not required to contact the other parent because paternity has not been established; or
  - (c) I am unable to locate or contact one of the child's parents and I am not required to contact the other parent because there is a custody order regarding the child and one of the following is the case:
    - (i) The parent has been prohibited from receiving notice of a relocation; or
    - (ii) The parental rights of the parent have been terminated.
9. I hereby certify that this affidavit is not being executed for the purpose of enrolling the child in a school or school district so that the child may participate in the academic or interscholastic athletic programs provided by that school or district.

I understand that this document does not authorize a child support enforcement agency to redirect child support payments. I further understand that to have an existing child support order modified or a new child support order issued administrative or judicial proceedings must be initiated.





Notices:

1. The grandparent's signature must be notarized by an Ohio notary public.
2. The grandparent who executed this affidavit must file it with the juvenile court of the county in which the grandparent resides or any other court that has jurisdiction over the child under a previously filed motion or proceeding not later than five days after the date it is executed.
3. A grandparent who executes a second or subsequent caretaker authorization affidavit regarding a child who is the subject of a prior caretaker authorization affidavit must file the affidavit with the juvenile court of the county in which the grandparent resides or any other court that has jurisdiction over the child under a previously filed motion or proceeding. On filing, the court will schedule a hearing to determine whether the caretaker authorization affidavit is in the child's best interest.
4. This affidavit does not affect the rights of the child's parents, guardian, or custodian regarding the care, physical custody, and control of the child, and does not give the grandparent legal custody of the child.
5. A person or entity that relies on this affidavit, in good faith, has no obligation to make any further inquiry or investigation.
6. This affidavit terminates on the occurrence of whichever of the following occurs first: (1) one year elapses following the date the affidavit is notarized; (2) the child ceases to live with the grandparent who signs this form; (3) the parent, guardian, or custodian of the child acts to negate, reverse, or otherwise disapprove an action or decision of the grandparent who signed this affidavit; or (4) the affidavit is terminated by court order; (5) the death of the child who is the subject of the affidavit; or (6) the death of the grandparent who executed the affidavit.

A parent, guardian, or custodian may negate, reverse, or disapprove a grandparent's action or decision only by delivering written notice of negation, reversal, or disapproval to the grandparent and the person acting on the grandparent's action or decision in reliance on this affidavit.

If this affidavit terminates other than by the death of the grandparent, the grandparent who signed this affidavit shall notify, in writing, all of the following:

- a) Any schools, health care providers, or health insurance coverage provider with which the child has been involved through the grandparent;

- b) Any other person or entity that has an ongoing relationship with the child or grandparent such that the person or entity would reasonably rely on the affidavit unless notified of the termination;
- c) The court in which the affidavit was filed after its creation.

The grandparent shall make the notifications not later than one week after the date the affidavit terminates.

7. The decision of a grandparent to consent to or to refuse medical treatment or school enrollment for a child is superseded by a contrary decision of a parent, custodian, or guardian of the child, unless the decision of the parent, guardian, or custodian would jeopardize the life, health, or safety of the child.

Additional information:

To caretakers:

1. If the child stops living with you, you are required to notify, in writing, any school, health care provider, or health care insurance provider to which you have given this affidavit. You are also required to notify, in writing, any other person or entity that has an ongoing relationship with you or the child such that the person or entity would reasonably rely on the affidavit unless notified. The notifications must be made not later than one week after the child stops living with you.
2. If you do not have the information requested in item 7 (Ohio driver's license or identification card), provide another form of identification such as your social security number or Medicaid number.
3. You must include with the caretaker authorization the following information:
  - (a) The child's present address, the addresses of the places where the child has lived within the last five years, and the name and present address of each person with whom the child has lived during that period;
  - (b) Whether you have participated as a party, a witness, or in any other capacity in any other litigation, in this state or any other state, that concerned the allocation, between the parents of the same child, of parental rights and responsibilities for the care of the child and the designation of the residential parent and legal custodian of the child or that otherwise concerned the custody of the same child;
  - (c) Whether you have information of any parenting proceeding concerning the child pending in a court of this or any other state;

- (d) Whether you know of any person who has physical custody of the child or claims to be a parent of the child who is designated the residential parent and legal custodian of the child or to have parenting time rights with respect to the child or to be a person other than a parent of the child who has custody or visitation rights with respect to the child;
- (e) Whether you previously have been convicted of or pleaded guilty to any criminal offense involving any act that resulted in a child being an abused child or a neglected child or previously have been determined, in a case in which a child has been adjudicated an abused child or a neglected child, to be the perpetrator of the abusive or neglectful act that was the basis of the adjudication.

To school officials:

1. This affidavit, properly completed and notarized, authorizes the child in question to attend school in the district in which the grandparent who signed this affidavit resides and the grandparent is authorized to provide consent in all school-related matters and to discuss with the school district the child's educational progress. This affidavit does not preclude the parent, guardian, or custodian of the child from having access to all school records pertinent to the child.
2. The school district may require additional reasonable evidence that the grandparent lives at the address provided in item 5.
3. A school district or school official that reasonably and in good faith relies on this affidavit has no obligation to make any further inquiry or investigation.
4. The act of a parent, guardian, or custodian of the child to negate, reverse, or otherwise disapprove an action or decision of the grandparent who signed this affidavit constitutes termination of this affidavit. A parent, guardian, or custodian may negate, reverse, or disapprove a grandparent's action or decision only by delivering written notice of negation, reversal, or disapproval to the grandparent and the person acting on the grandparent's action or decision in reliance on this affidavit.

To health care providers:

1. A person or entity that acts in good faith reliance on a CARETAKER AUTHORIZATION AFFIDAVIT to provide medical, psychological, or dental treatment, without actual knowledge of facts contrary to those stated in the affidavit, is not subject to criminal liability or to civil liability to any person or entity, and is not subject to professional disciplinary action, solely for such reliance if the applicable portion of the form are completed and the grandparent's signature is notarized.

2. The decision of a grandparent, based on a CARETAKER AUTHORIZATION AFFIDAVIT, shall be honored by a health care facility or practitioner, school district, or school official unless the health care facility or practitioner or educational facility or official has actual knowledge that a parent, guardian, or custodian of a child has made a contravening decision to consent to or to refuse medical treatment for the child.
3. The act of a parent, guardian, or custodian of the child to negate, reverse, or otherwise disapprove an action or decision of the grandparent who signed this affidavit constitutes termination of this affidavit. A parent, guardian, or custodian may negate, reverse, or disapprove a grandparent's action or decision only by delivering written notice of negation, reversal, or disapproval to the grandparent and the person acting on the grandparent's action or decision in reliance on this affidavit.

### **MARRIED AND PREGNANT STUDENTS**

Marital, maternal or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any program or activity offered by the school district.

Married students under the age of eighteen (18) are subject to the compulsory school attendance laws and are required to attend school unless excused in accordance with law.

Married or unmarried pregnant students shall not be excluded from school. However, a married or unmarried pregnant student may be excused from school in the advanced stages of pregnancy when, in the judgment of a physician and/or the Superintendent of Schools, such attendance would be detrimental to the safety and well being of the student.

A pregnant married or unmarried student may be provided alternate programs of instruction such as home study. Efforts will be made to ensure that the educational program of the student is disrupted as little as possible, and that she is encouraged to return to high school after the birth of her baby and complete requirements for graduation.

### **STUDENT ABSENCES AND EXCUSES**

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed twenty-four (24) hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
- L. At the superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

#### **Attendance and Loss of Driving Privileges**

A student shall be considered an habitual absenteeism problem by state law when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated sixty (60) consecutive hours in a single month or ninety (90) hours in a school year unexcused absence.

Whenever any student under the age of eighteen (18) has more than sixty (60) consecutive hours in a single month or ninety (90) total hours in a school year of unexcused absence, the Board authorizes the Superintendent to inform the student and his/her parents of the attendance record and the district's intent and obligation to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court in writing of the student's excessive absenteeism (O.R.C. §3321.13 (B)(2)).

After receiving such information from the Superintendent, O.R.C. §4507.061 requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar, under current law, is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches eighteen (18) or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law.

In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

#### Parental Education Program

In accordance with Ohio Law, the Board may require the parent or guardian of any student who is suspended or expelled from school or who is truant (absent without legitimate or legal excuse) or habitually absent (unexcused absences in excess of 10 consecutive days or 15 days per year) from school to attend a parental education or training program designed to encourage parents to ensure that their children attend school regularly. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days. This policy shall be posted in a central location in all Lexington Local school buildings, and shall be made available to students and their parents or guardians upon request (O.R.C. §3313.663).

LEGAL REFS: O.R.C. §§3301.60; 3321.041; 3321.13

Revised: September 20, 2017

### **HABITUAL TRUANCY INTERVENTION STRATEGIES**

The Lexington Local Board of Education, after consulting with the Richland County Juvenile Court, parents, guardians, or other persons having care of the students attending school in the district, and appropriate state and local agencies, has established this policy in order to provide guidance to employees in addressing and ameliorating student absences.

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

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

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

#### **Habitual Truancy**

Upon the failure of the parent, guardian, or other person having care of the child to cause the child’s attendance at school, if the child is deemed to be an habitual truant, the District is required, within ten days, to assign the student to an absence intervention team, as described in O.R.C. §3321.191(c). Further, the attendance officer shall file a complaint with the proper county juvenile court. If a complaint is filed, it shall allege that:

1. The child is unruly for being an habitual truant; and
2. The parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

Absence intervention strategies shall include all of the following actions, if applicable:

1. Providing a truancy intervention plan for any student who is excessively absent from school, as described in O.R.C. §3321.191(c);
2. Providing counseling for an habitual truant;



3. Requesting or requiring a parent or guardian, or other person having care of an habitual truant to attend parental involvement programs, including programs adopted under O.R.C. §3313.472 or 3313.633;
4. Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs;
5. Notification of the registrar of motor vehicles under O.R.C. §3321.13;
6. Taking legal action pursuant to O.R.C. §§2919.222, 3321.20, or 3321.38.

#### Notice of Absences

In the event that a child of compulsory school age is absent with or without legitimate excuse from the school the child is supposed to attend for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven (7) days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy, as provided in this Policy.

#### Absence Intervention Plan

If the absences of a student surpass the threshold for an habitual truant as set forth in this Policy, the student's principal or the Superintendent shall assign the student to an absence intervention team. Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication, as set forth below. Within seven (7) days after the development of the plan, the District shall make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

As part of the absence intervention plan, the District, in its discretion, may contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in O.R.C. §2151.27(G). If the District chooses to have students informally enrolled in an alternative to adjudication, the District shall develop a written policy regarding the use of, and selection process for, offering alternatives to adjudication to ensure fairness.

### Absence Intervention Team

The Superintendent, or the Superintendent's designee, shall establish an absence intervention team for the District to be used by any schools of the District that do not establish their own absence intervention team. Membership of each absence intervention team may vary based on the needs of each individual student, but shall include a representative from the District, another representative from the District who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The principal may establish an absence intervention team or series of teams to be used in lieu of the District team established under this Policy. Membership of each absence intervention team may vary based on the needs of each individual student, but shall include a representative from the District, another representative from the District who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The Superintendent or principal shall select the members of an absence intervention team within seven (7) school days of the triggering event. The Superintendent or principal, within the same period of seven (7) school days, shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian on that team. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the representative of the District shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse, and the student's parent, guardian, custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the District shall do both of the following:

1. Investigate whether the failure to respond triggers mandatory reporting to the public children services agency for the county in which the child resides in the manner described in O.R.C. §2151.421; and
2. Instruct the absence intervention team to develop an intervention plan for the child notwithstanding the absence of the child's parent, guardian, custodian, guardian ad litem, or temporary custodian.

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the District may, in its discretion, assign one (1) school official to work with the child's parent, guardian, custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. If the District selects this method, the plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year. In the alternative, the District may toll the time periods to accommodate for the summer months and reconvene the absence intervention process upon the first day of instruction of the next school year.

The District may consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences.

Beginning with the 2017–2018 school year, the District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

1. When a notice of extended absences is submitted to a parent, guardian, or custodian;
2. When a child of compulsory school age has been absent without legitimate excuse from the school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
3. When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
4. When an absence intervention plan has been implemented for a child under this Policy.

Nothing in this policy shall be construed to limit the authority of the Superintendent or designee to develop or utilize other strategies to respond to student truancy.

LEGAL REFS: O.R.C. §§3321.19; 3321.191; 2151.011

Adopted: September 20, 2017

### **STUDENT ATTENDANCE ACCOUNTING/MISSING 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 the proper adults or agencies.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. A telephone call from a parent will constitute sufficient notification. If a call is not received from the parent or guardian by the time indicated above, the principal or the principal's designee shall attempt to call home before the end of the school day. If this call is unsuccessful, then not later than two (2) days following the absence, the principal or the principal's designee shall send, by mail, to the parent or guardian a written notification of the child's absence. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The Superintendent may request any person authorized to take student photographs to provide a wallet-sized photograph of each student for inclusion in his/her file and may develop a voluntary student fingerprinting program in conjunction with local law enforcement agencies.

The Board shall designate the Superintendent or his/her designee to develop informational programs for students, parents, and community members relative to missing children issues and matters.

### **STUDENT DISMISSAL PRECAUTIONS**

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal.

The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents or the request of the student if he/she is eighteen (18) or older. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. All medical and dental appointments should be scheduled well in advance and during non-school hours.

Additional precautions shall be taken by the administration which are appropriate to the age of students, and as needs arise.

### **WITHDRAWAL FROM SCHOOL**

No pupil shall be permitted to withdraw from school except for the following reasons:

- A. Graduation from high school.
- B. Attainment of age eighteen (18).
- C. Attainment of age sixteen (16) with an age and school certificate issued under current state and school board regulations.
- D. Transfer to another appropriate educational placement.
- E. Change of residence of the parent(s) as defined by O.R.C. §3313.64 from an attendance area or the school district.

Upon withdrawal from school, student records shall be completed and closed. The reason for withdrawal shall be indicated, and the new address, if known, shall be entered.

When withdrawing from school, pupils shall turn in textbooks and any other property belonging to the Board of Education, pay all fees or other money due, and provide information relative to the receiving school. Appropriate records will be sent to the receiving school by the building principal.

All student records shall be processed in accordance with Board of Education Policy 6.17.

In special or unusual circumstances, the Superintendent of Schools will specify the actions to be taken.

#### **Loss of Driving Privileges**

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

Whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with state law.

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent shall, within two (2) weeks after the withdrawal, notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is not necessary if a student has withdrawn because of a change of residence, or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the Registrar of Motor Vehicles and the Juvenile Judge must be in writing and comply with any rule adopted by the registrar. Such notification should include the name, address, birthdate, and school the student attends. If the Superintendent determines that an error has occurred, the Registrar of Motor Vehicles and the Juvenile Court shall be notified immediately.

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

In compliance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides alleging that the notice given to the registrar was in error or that the loss of driving privileges will result in substantial hardship.

LEXINGTON LOCAL SCHOOL DISTRICT  
REPORT OF UNAUTHORIZED WITHDRAWAL

DATE \_\_\_\_\_ DISTRICT/BUILDING \_\_\_\_\_

STUDENT DATA

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_ GRADE \_\_\_\_\_ SEX \_\_\_\_\_

LAST DATE OF ATTENDANCE \_\_\_\_\_

PARENT/GUARDIAN DATA

NAME \_\_\_\_\_  
CUSTODIAL PARENT/GUARDIAN RELATIONSHIP

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE \_\_\_\_\_  
HOME BUSINESS

CUSTODY DISPOSITION (IF APPLICABLE) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL INTERVENTION DATA

___ STUDENT CONFERENCE	___ INTERVENTION TEAM REFERRAL
___ PARENT CONFERENCE	___ ATTENDANCE REFERRAL
___ STUDENT COUNSELING	___ PSYCHOLOGICAL REFERRAL
___ OWA/OWE PLACEMENT	___ EDUCATIONAL OPTIONS
___ ALTERNATIVE PLACEMENT	___ VOCATIONAL ASSESSMENT
___ OTHER _____	



REQUEST FOR NOTIFICATION OF BMV AND JUVENILE COURT

Having followed the local Board of Education policy on unauthorized withdrawal by a student in our district; and having taken the above intervention steps without success, to prevent such withdrawal; and having verified that the student has been withdrawn, without proper authorization, for a period of two weeks; I therefore give notification to the Registrar of Motor Vehicles and the Judge of the Richland County Juvenile Court that will bring about the suspension of the driver's license of \_\_\_\_\_ who is a student of the Lexington Local School District.

(Student's Name)

SIGNED \_\_\_\_\_

POSITION \_\_\_\_\_

DISTRICT \_\_\_\_\_

DATE \_\_\_\_\_

### GRADING SYSTEMS

The following grading system has been developed after considering all of the recommendations which were submitted by the teachers:

- A. The letters A, B, C, D, F, I, WP, and WF shall be used on all reports.
- B. Plus and minus may be used except with the letter “F” and on final averages.
- C. In general, the letter grades denote the following:

A – Excellent	F – Failure
B – Good	I – Incomplete
C – Average	WP – Withdrawn Passing
D – Poor, but passing	WF – Withdrawn Failing

Grades may be considered incomplete if a student is absent and has missed required assignments or assignments are incomplete or unsatisfactory. Each student enrolled in a semester course shall receive a passing grade in two (2) of the three (3) grading periods within that semester in order to receive credit for that course.

- D. Specifically, the letter grades denote the following:

A – 4 points	3.6 – 4.0 – A
B – 3 points	2.6 – 3.4 – B
C – 2 points	1.6 – 2.4 – C
D – 1 point	0.6 – 1.4 – D
F – 0	

When the final yearly average is 3.5, 2.5, 1.5, or 0.5, the final grade will be determined by the average of the second semester grades. In all cases, the second semester grades must average 0.5 to receive credit in any course.

- E. Teachers should keep a record of all grades received by a student during a given six-week period. A final grade based on the average of ten grades is easier to justify than one based on one or two.
- F. A student who receives an “I” for any of the first five (5) six-week periods has one (1) six-week period in which to make up the work. If the student fails to comply, the six-weeks grade automatically becomes an “F.”

In any case where a student receives an “I” grade for the six-week period, the following shall apply:

1. Seniors – The student shall not participate in commencement exercises and will not receive a diploma until the incomplete is removed. Furthermore, the incomplete must be removed within two (2) weeks after the last day of school or the final grade for the course becomes “F.”
2. Underclassmen – The student must complete the necessary work to remove the incomplete within two (2) weeks after the last day of school or the final grade for the course becomes “F.”
3. The only exception to the rules pertaining to incompletes will be illness which makes it impossible for the pupil to comply and if proof of illness is accompanied by a statement from the doctor.

### Grading Policy

- A. The letters A, B, C, D, F, I, WP, and WF shall be used to indicate student performance/proficiency in all subject areas on report cards in grades 2-12.

A	Excellent work
B	Good work
C	Average work
D	Poor, but passing
F	Failure to do passing work
I	Incomplete work
WP	Withdrawn from course (up to the mid point of a semester course, 9 weeks or a year long course, 18 weeks course will be removed from student’s transcript)
WF	Withdrawn Failing (after the mid-point of a semester or year long course, a letter grade of “F” will be issued for the course)

Plus (+) and/or minus (-) may be used with the above letters (for informational purposes only) except with the letter “F” and on final course/subject grades.

- B. The grading scale for all subjects (including art, music and PE) grades 2 through 12 shall be:

100-93	A
92-83	B
82-71	C
70-61	D

- C. In Kindergarten, the initial grading period shall be the first semester (eighteen (18) weeks). Thereafter, grading periods shall be nine (9) weeks in length.

- D. The elementary grading periods (grades 1-6) shall be nine (9) weeks in length and an interim report shall be issued at the mid-point of each 9 week grading period for all students indicating current grade and/or grade percentage. However, interim reports for art, music, and physical education will be issued only to students whose grade is a “D” or lower.
- E. The secondary grading periods (grades 7-12) shall be six (6) weeks in length. At the mid-point of each six (6) week grading period, an interim progress report shall be mailed to the parent(s) guardian(s) of any student who has a current letter grade of “D” or lower in any subject.
- F. Teachers are required to have sufficient graded assignments, quizzes, tests, projects, etc., to fairly evaluate each student at the mid-point and end of each grading period.

#### Incomplete (I) Policy

- A. Work may be considered incomplete and the letter grade “I” issued if a student has missed required assignments due to absences or if required assignments are submitted incomplete or unsatisfactory.
- B. Any student who receives an incomplete grade (I) has two (2) weeks after the last day of the grading period the “I” was issued to complete the required work and have the “I” changed to the appropriate letter grade for the work completed (A, B, C, D). Otherwise, the grade for that grading period will be “F.”
- C. In addition to the incomplete policy, a senior shall not participate in commencement exercises and will not receive a diploma until the incomplete issued for the final grading period has been removed.
- D. The only exception to the incomplete policies will be medically documented illness/injury which makes it impossible for the student to comply.

#### Recognitions

- A. There shall be three (3) academic recognitions at the end of each grading period for grades 4-12.
  - 1. All A’s (4.0 GPA)
  - 2. Honor Roll (3.99-3.50 GPA)
  - 3. Merit Roll (3.49-3.0 GPA)
- B. These recognitions shall be determined by calculating each student’s grade point average (GPA) for the concluding grading period only.
- C. For grades 4-6, GPA shall be calculated only for the purpose of determining All A’s, Honor, or Merit Roll recognitions.

D. For the purpose of calculating a student's GPA (grades 4-12), the letter grades shall be assigned the following numerical values:

A = 4 pts.      B = 3 pts.      C = 2 pts.      D = 1 pt.      F = 0 pts.

For Grades 4-6 Only

A student's GPA shall be determined by adding the numerical values of all letter grades issued and referring to the appropriate scale below based on the total number of letter grades issued. The scales below are based on the standard 4.0 scale of:

4.0 – 3.6      A  
 3.5 – 2.6      B  
 2.5 – 1.6      C  
 1.0 – .0        D

A. Scale for a total of ten (10) letter grades:

A =						40	39	38	37	36
B =	35	34	33	32	31	30	29	28	27	26
C =	25	24	23	22	21	20	19	18	17	16
D =	15	14	13	12	11	10	9	8	7	6

B. Scale for a total of nine (9) letter grades:

A =					36	35	34	33	32
B =	31	30	29	28	27	26	25	24	23
C =	22	21	20	19	18	17	16	15	14
D =	13	12	11	10	9	8	7	6	5

C. Scale for a total of eight (8) grades:

A =				32	31	30	29
B =	28	27	26	25	24	23	22
C =	20	19	18	17	16	15	14
D =	12	11	10	9	8	7	6

D. Scale for a total of seven (7) grades:

A =			28	27	26	25
B =	24	23	22	21	20	19
C =	17	16	15	14	13	12
D =	10	9	8	7	6	5

For Grades 7 through 12, Only

A. Final Grades for Year Long Courses:

Final grades for all year long courses may be determined by using six grades (the six week grades only) or seven grades (the 6 six week grades and two semester exams which together will be the equivalent of a six week grade). All teachers of like courses shall use the same number of grades (6 or 7) to determine final grades.

B. Computing Final Grades (using six grades):

1. Letter grades will be given the following numerical values:

A = 4            B = 3            C = 2            D = 1            F = 0

2. When using six grades to determine final grades, add all the numerical values of the letter grades together and refer to the scale below:

A =			24	23	22
B =	20	19	18	17	16
C =	14	13	12	11	10
D =		8	7	6	5

Example – grading period	1	2	3	4	5	6
	C	B	C	D	B	C
	2+	3+	2+	1+	3+	2 = 13 pts.
						Final grade <u>C</u>

3. For Grades 9-12 – A student must earn a minimum of 5 points; and pass 2 of 3 second semester grading periods to pass a course which uses 6 grades to compute the final grade.

For Grades 7 and 8 – A student must earn a minimum of 2 points in the second semester and a minimum of 3 points for the year.

4. The final grade for a student who earns a total of 21, 15, or 9 points will be determined by the trend of his/her second semester grades.

C. Computing Final Grades (Using Seven Grades)

1. Letter grades for six week grades will be given the following numerical values: A = 4, B = 3, C = 2, D = 1, F = 0.
2. Letter grades for semester exams will be given the following numerical values: A = 2, B = 1.5, C = 1, D = .5, F = 0.

- When using seven grades to determine final grades, add all the numerical values of all the letter grades (6 week grades and the 2 semester exams) together and refer to the scale below:

A =							28	27.5	27	26.5	26	25.5
B =	24	23.5	23	22.5	22	21.5	21	20.5	20	19.5	19	18.5
C =	17	16.5	16	15.5	15	14.5	14	13.5	13	12.5	12	11.5
D =	10	9.5	9	8.5	8	7.5	7	6.5	6			

Example: Grading period

1	2	3	/SE/	4	5	6	/SE/
C	B	C	D	C	B	B	C
2+	3+	2+	.5+	2+	3+	3+	1= 16.5 pts.
							Final Grade <u>C</u>

- The final grade for a student who earns a total of 24.5, 17.5 or 10.5 points will be determined by the trend of his/her second semester grades.
- A student must earn a minimum of 6 points and pass 2 of the 3 second semester grading periods to pass a course which uses 7 grades to compute the final grade.

D. Computing Final Grades for Semester Courses

- Letter grades for six week grades will be given the following numerical values: A = 4, B = 3, C = 2, D = 1, F = 0.
- Letter grades for the semester exam will be given the following numerical values: A = 2, B = 1.5, C = 1, D = .5, F = 0.
- When using three grades to determine the final grade for a semester course, add the numerical values of the letter grades and refer to the scale below:

A =		12	11
B =	10	9	8
C =	7	6	5
D =	4	3	

Example: Grading period

1	2	3
C	B	C
2+	3+	2= 7 pts.
		Final Grade <u>C</u>





**HONOR PROGRAM FOR GRADUATION**

- A. Using weighted grade point average, there shall be no Valedictorian or no Salutatorian.
- B. The honor program shall be expanded.
- C. Graduating students with four point or over shall be recognized with a gold cord, and graduating students with 3.74 to 3.999 shall be recognized with a purple cord, and this will include early graduates.
- D. A student will be voted on by the senior class to give a speech on the future expectations from the five top ranked GPA students (including early graduates as per curriculum guide policy). The GPA will be figured at the end of the fifth six weeks.
- E. A student will be voted on by the senior class to give a speech on the past history of the class from the students with GPA of 3.75 and up who have earned two varsity awards in either athletics or music (or a combination of both, equaling two). The GPA will be figured at the end of the fifth six weeks.
- F. The senior class president will give a few short words of thanks to the class.

All speeches must be approved by the class advisor and the high school administration.

- G. Each year, the senior class may choose who they wish to hand out their diplomas and that individual's name is to be submitted to the Board on or before January tenth of each year. The following criteria is to be used:
  - 1. The person may not be someone running for public office in the general election of that particular year.
  - 2. The person must be someone from the Lexington Local School District or an employee of the Lexington Local School District who would consider it an honor.
  - 3. Some consideration is to be given to those individuals who have contributed affirmably to the Lexington Local School District.

The individual selected by the class is subject to Board approval.

### **GRADUATION/DIPLOMA REQUIREMENTS**

Students who have completed all required course work, as set forth below, but who have not successfully completed all state mandated achievement or graduation assessment requirements may return at subsequent regularly scheduled achievement or graduation assessment administrations to retake failed areas. Upon the successful completion of achievement or graduation assessment requirements, such student shall be eligible to be awarded a high school diploma.

Each diploma shall be signed by the President and Treasurer of the Board of Education, the Superintendent, and the principal of the High School, and shall bear the date of its issue.

The requirements for graduation and participation in commencement shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, including all state mandated achievement or graduation assessments.

The Superintendent shall determine whether the credit that a student has earned from another school satisfies any of the educational unit requirements for graduation, as set forth below.

#### **Students Who Entered Ninth Grade for the First Time Before July 1, 2010**

The requirements for participation in commencement and receiving a diploma shall include 20 units earned in grades 9-12, to be distributed as follows:

1. English language arts, four units;
2. Health, one-half unit;
3. Mathematics, three units;
4. Physical education, one-half unit;
5. Science, three units, which at all times shall include both of the following:
  - a. Biological sciences, one unit;
  - b. Physical sciences, one unit;
6. Social studies, three units, which shall include the following:
  - a. American history, one-half unit;
  - b. American government, one-half unit;
  - c. Beginning with students who enter 9th grade for the first time on or after July 1, 2017, at least one-half unit of instruction in the study of world history and civilization;

7. Elective units, six units.

Each student's electives shall include at least one unit, or two half units, chosen from among the areas of business/technology, fine arts, and/or foreign language.

**Students Who Entered Ninth Grade for the First Time On or After July 1, 2010**

Beginning with students who enter the ninth grade for the first time on or after July 1, 2010, the requirements for participation in commencement and receiving a diploma shall include 20 units in grades 9-12 to be distributed as follows:

1. English language arts, four units;
2. Health, one-half unit, which shall include instruction in nutrition and the benefits of nutritious foods and physical activity for overall health;
3. Mathematics, four units, which shall include one unit of Algebra II or its equivalent. However, students who enter ninth grade for the first time on or after July 1, 2015, and who are pursuing a career-technical instructional track, shall not be required to take Algebra II, and instead may complete a career-based pathway mathematics course approved by the Ohio Department of Education as an alternative;
4. Physical education, one-half unit;
5. Science, three units with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following or their equivalent:
  - a. Physical sciences, one unit;
  - b. Life sciences, one unit;
  - c. Advanced study in one or more of the following sciences, one unit:
    - i. Chemistry, physics, or other physical science;
    - ii. Advanced biology or other life science;
    - iii. Astronomy, physical geology, or other earth or space science;
6. History and government, one unit, which shall include both of the following:
  - a. American history, one-half unit;
  - b. American government, one-half unit;

Beginning with students who enter the ninth grade for the first time on or after July 1, 2012, the content shall include the study of the Declaration of Independence; the Northwest Ordinance; the U.S. Constitution and its amendments, with emphasis on the Bill of Rights; and the Ohio Constitution; including study of such documents in their original context. In addition, such content shall include the historical evidence of the role of documents such as the Federalist Papers and the Anti-Federalist papers to firmly establish the historical background leading to the establishment of the provisions of the Constitution and the Bill of Rights;

7. Social studies, two units;

The study of economics and financial literacy as expressed in the social studies content standards shall be integrated into one or more existing social studies credits or into the content of another class. The academic content standards for financial literacy and entrepreneurship shall be integrated into one or more existing social studies credits or into the content of another class after the State Board of Education has adopted such standards (on or after June 30, 2010);

Beginning with students who enter 9th grade for the first time on or after July 1, 2017, the two units of instruction prescribed by this paragraph shall include at least one-half unit of instruction in the study of world history and civilization.

8. Five units consisting of one or any combination of foreign language, fine arts (two semesters in any of grades 7-12), business, career-technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English language arts, mathematics, science, or social studies not otherwise required.

A student who enters ninth grade on or after July 1, 2010, and before July 1, 2016, may qualify for graduation even though he/she has not completed the requirements for graduation, provided that the following conditions are met:

1. During the student's third year of attending high school, as determined by the school, the student and the student's parent, guardian, or custodian sign and file with the school a written statement asserting the parent's, guardian's, or custodian's consent to the student's graduating without completing the requirements for graduation prescribed by O.R.C. §3313.603(C) and acknowledging that one consequence of not completing those requirements is ineligibility to enroll in most state universities in Ohio without further coursework. The District shall notify the Ohio Department of Education of the number of students who choose to qualify for graduation in this way and the

number of students who complete the student's success plan and graduate from high school.

2. The student and the student's parent, guardian, or custodian and a representative of the student's high school jointly develop a student success plan for the student in the manner described in O.R.C. §3313.6020(C)(1). The student success plan must specify the student matriculating to a two-year degree program, acquiring a business and industry-recognized credential, or entering an apprenticeship. The high school shall provide counseling and support for the student related to the plan during the remainder of the student's high school experience.
3. The student successfully completes, at a minimum, the curriculum prescribed for participation in commencement and receiving a diploma listed in the paragraph entitled "Students Who Entered Ninth Grade Before July 1, 2010," above.
4. Beginning with students who enter ninth grade for the first time on or after July 1, 2014, a student shall be required to complete successfully, at a minimum, the curriculum prescribed for participation in commencement and receiving a diploma listed in the paragraph entitled "Students Who Entered Ninth Grade Before July 1, 2010," above, with the following exceptions:
  - (a) Mathematics, four units, one unit of which shall be one of the following:
    - (i) Probability and statistics;
    - (ii) Computer programming;
    - (iii) Applied mathematics or quantitative reasoning;
    - (iv) Any other course approved by the ODE using standards established by the Superintendent of Public Instruction;
  - (b) Elective units, five units;
  - (c) Science, three units, which shall include inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information.

*[District may include, but is not required to include the following:]*

*A student who participates in interscholastic athletics, marching band, or cheerleading for at least two full seasons is not required to complete the physical education one-half unit to graduate, although the student must complete one-half unit in another course of study. A student who participates in an approved JROTC program for at least two full school years is not required to complete the physical education one-half unit to graduate, and credit received for participation shall satisfy the requirement for one-half unit in another course of study.*

The District may integrate academic content in a subject area for which the State board has adopted standards under O.R.C. §3301.079 into a course in a different subject area, including a career-tech educational course, in accordance with guidance for integrated course work developed by the ODE. Upon successful completion of integrated course, a student will receive credit for both subject areas. Units earned for subject area content delivered through integrated academic and technical instruction are eligible to meet graduation requirements.

Advanced student work completed prior to the ninth grade shall be applied toward graduation requirements if the advanced work was taught by a teacher who possessed a license valid for teaching high school and designated by the Board as meeting the high school curriculum requirements.

**Additional High School Diploma Requirements for Students Entering Ninth Grade On or After July 1, 2014**

In addition to the applicable curriculum requirements, each student entering ninth grade for the first time on or after July 1, 2014, shall satisfy at least one of the following conditions in order to qualify for a high school diploma:

1. Be remediation-free, in accordance with standards adopted under O.R.C. §3345.061, on each of the nationally standardized assessments in English, mathematics, and reading;
2. Attain a score specified under O.R.C. §3301.0712(B)(5)(c) on the end-of-course examinations prescribed under division O.R.C. §3301.0712(B);
3. Attain a score that demonstrates workforce readiness and employability on a nationally recognized job skills assessment selected by the state board of education under O.R.C. 3301.0712(G) and obtain either an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a license issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license.

A student may choose to qualify for a high school diploma by satisfying any of the separate requirements prescribed by divisions (1) to (3) of this section. If the District does not administer the examination prescribed by one of those divisions that the student chooses to take to satisfy the requirements of this section, the District may require that student to arrange for the applicable scores to be sent directly to the District by the company or organization that administers the examination.

### **College and Work Ready Assessment System**

Beginning with students who enter the ninth grade for the first time on or after July 1, 2014, the system of college and work ready assessments adopted by the State Board of Education shall replace the Ohio graduation tests as a measure of student academic performance and one determinant of eligibility for a high school diploma in the manner prescribed by rule of the state board, adopted under O.R.C. §3301.0712(D).

Pursuant to O.R.C. §3301.0712, beginning with the 2014-2015 school year, if a student is enrolled in an advanced placement or international baccalaureate course or is enrolled under any other dual enrollment or advanced standing program, that student shall take the advanced placement or international baccalaureate examination or applicable examination under dual enrollment or advanced standing in lieu of the physical science, American history, or American government end-of-course examinations prescribed under O.R.C. 3301.0712(B).

No student shall take a substitute examination or examination prescribed under O.R.C. §3301.0712(B)(4)(a) in place of the end-of-course examinations in English Language Arts I, English Language Arts II, Algebra I, or Geometry prescribed under O.R.C. §3301.0712(B)(2).

Any student who received high school credit prior to July 1, 2014, for a course for which an end-of-course examination is prescribed by O.R.C. §3301.0712(B)(2), shall not be required to take that end-of-course examination. Receipt of credit for that course shall satisfy the requirement to take the end-of-course examination.

#### **Honors Diploma**

Shall be granted in accordance with Ohio law.

#### **Veterans Diploma**

The Board may grant a diploma for veterans of World War II, the Korean conflict, or the Vietnam conflict in accordance with Ohio law.

The Board may also grant a diploma to any woman who left high school in any state during World War II, the Korean conflict, or the Vietnam conflict to support her family or the war effort in accordance with Ohio law.

#### **Alternative Conditions for Graduation**

This section shall apply to diplomas awarded after September 15, 2006, to students who are required to take the five Ohio graduation assessments. This section does not apply to any student who enters ninth grade for the first time on or after July 1, 2014.

As an alternative to the requirement that a person successfully complete all of the Ohio graduation assessments in order to be eligible for a high school diploma, a person who has successfully completed all but one of the assessments may be awarded a diploma if he or she has satisfied all of the following conditions:

1. On the assessment that the person failed to attain the designated score, he or she missed that score by ten points or less;
2. The person has a 97% school attendance rate in each of the last four years of school, excluding any excused absences;
3. The person has not been expelled from school in any of the last four school years;
4. The person has a grade point average of at least 2.5 in the subject area of the assessment that he or she failed in accordance with rules established by the State Board of Education;
5. The person has completed the high school curriculum requirements in the subject area of the assessment that he or she failed;
6. The person has taken advantage of any intervention programs provided by the District or school in the subject area of the assessment that he or she failed, and has a 97% attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week, or school year or has received comparable intervention services from a source other than the District or school;
7. The person holds a letter recommending graduation from each of his or her high school teachers in the subject area of the assessment that he or she failed and from the High School principal.

This section shall apply only to students who are enrolled in the District who entered ninth grade for the first time on or after July 1, 2014, but prior to July 1, 2015. This section does not apply to any student who entered ninth grade for the first time prior to July 1, 2014, or to any student who entered ninth grade for the first time on or after July 1, 2015.

In lieu of qualifying for high school graduation under section 3313.61 of the Revised Code, a student shall be eligible to receive a high school diploma if the student:

1. Takes all of the end-of-course examinations prescribed under 3301.0712(B)(2) required for the student or takes the assessment prescribed under section O.R.C. §3313.619, as applicable;
2. Retakes, at least once, any end-of-course examination in the area of English language arts or mathematics for which a student received an equivalent score of lower than "3";
3. Completes the required units of instruction prescribed by the school district or school;



4. Meets at least two of the following conditions:
  - a. The student has an attendance rate of at least ninety-three per cent (93%) during the twelfth grade year.
  - b. The student takes at least four full-year or equivalent courses during the twelfth grade year and has at least a grade point average of 2.5 on a 4.0 scale for the courses completed during the twelfth grade year.
  - c. During the twelfth grade, the student completed a capstone project.
  - d. During the twelfth grade, the student completed one hundred twenty hours of work in a community service role or in a position of employment, including internships, work study, co-ops, and apprenticeships.
  - e. The student earned three or more transcribed credit hours under the College Credit Plus program, at any time during high school.
  - f. The student passed an Advanced Placement or International Baccalaureate course, and received a score of three or higher on the corresponding Advanced Placement examination or a score of four or higher on the corresponding International Baccalaureate examination, at any time during high school.
  - g. The student earned at least a level three score on each of the "reading for information," "applied mathematics," and "locating information" components of the job skills assessment selected by the State Board of Education under O.R.C. §3301.0712(G), or a comparable score on similar components of an successor version of that assessment.
  - h. The student obtained an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a group of credentials equal to at least three total points.
  - i. The student satisfies the conditions required to receive an OhioMeansJobs-readiness seal.

In lieu of qualifying for high school graduation under O.R.C. §3313.61, a student shall be eligible to receive a high school diploma if the student:

1. Takes all of the end-of-course examinations prescribed under division (B)(2) of section O.R.C. §3301.0712(B)(2) required for the student or takes the assessment prescribed under section O.R.C. §3313.619, as applicable;
2. Completes the required units of instruction prescribed by the District;
3. Completes a career-technical training program approved by the Department of Education that includes at least four career-technical courses;
4. Meets one of the following conditions:
  - a. Attains a cumulative score of at least proficient on career-technical education assessments, or test modules, that are required for a career-technical education program;
  - b. Obtains an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a group of credentials equal to at least twelve points;
  - c. Demonstrates successful workplace participation, as evidenced by documented completion of two hundred fifty hours of workplace experience and evidence of regular, written, positive evaluations from the workplace employer or supervisor and a representative of the school district or school. The workplace participation shall be based on a written agreement signed by the student, a representative of the District, and an employer or supervisor.

#### Children of Military Families Who Have Transferred from Another State

Pursuant to O.R.C. §3301.60, for students who are children of military families and have transferred to the District from another state (the “sending state”), the District shall waive specific courses required for graduation if the student satisfactorily completed similar coursework in a public school district in the sending state or shall provide a reasonable justification for the denial of a waiver. If a waiver is not granted, the District shall provide an alternative means for the student to acquire the required coursework so the student may graduate on time.

Where assessments are required for graduation, the District shall accept the exit or end-of-course assessments required for graduation in the sending state, national norm-referenced achievement test, or alternative testing.

If a student who has transferred into the District at the beginning of or during his or her senior year is ineligible to graduate after the District has considered the above-referenced alternatives, the District shall work with the student’s prior public school district in the sending state to

determine if the student meets the graduation requirements of that district. If the sending state is not a member of the Interstate Compact on Educational Opportunity for Military Children, the District shall use its best efforts as set forth above to facilitate the on-time graduation of the student.

LEGAL REFS: O.R.C. §§3301.60; 3313.61; 3313.603; 3313.615; 3313.618; 3301.0712

Adopted: September 20, 2017

***MANDATORY***

**ADMINISTRATION OF STUDENT RECORDS**

The educational interests of the student require the collection, retention, and use of information about individual students. At the same time, the student's right of privacy and other rights mandate careful custodianship and limitations on access to student records.

The Board of Education is responsible for the records of all students who attend or have attended this District. Only records mandated by the state or federal government and necessary and relevant to the function of the District or specifically permitted by this Board may be compiled by District employees.

**I. DEFINITIONS**

- A. "Education Records" means those records, files, documents and other materials, subject to the exceptions listed hereinafter, which contain information directly related to a student and are maintained by the District or by a party acting for the District. Education records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of such personnel, are used only as a personal memory aide, and are unavailable to any other person except a substitute.
- B. "Personally identifiable information" includes, but is not limited to, the name and address of the student or student's family members; a personal identifier, such as social security number, student number, or biometric record; an indirect identifier, such as date of birth, place of birth, or mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.
- C. "School officials and personnel" are persons employed by the District as administrators, supervisors, instructors, or support staff members (including health or medical staff and law enforcement unit personnel), and persons serving on the District's Board of Education. School officials and personnel may also include contractors (for example, an attorney or auditor), consultants (for example, a medical consultant or therapist), volunteers, or other parties who perform a school service or function, are under the direct control of the Board, an administrator, or a teacher, and are subject to the nondisclosure requirements of this policy.

## II. GENERAL PRINCIPLES

The District maintains student education records necessary for the discharge of its educational responsibilities and in satisfaction of local, state and federal requirements. Student education records are and shall remain the property of the District, are intended primarily for the internal use of the District, and are confidential.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

The \_\_\_\_\_ shall be the custodian of all student education records; provided, however, that the building principal or his/her designee shall be responsible for record maintenance and access within his/her building.

Personally identifiable information from student education records shall be disclosed only to parents of students, students, designated school officials and personnel who have a legitimate educational interest in the information and to those persons otherwise permitted by law. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. A noncustodial parent shall have the same right of access to his/her child's records as a custodial parent, except where access is limited by an agreement between the parents or by a court order. In the case of adult students (18 years and older), parents may be allowed access to records without student consent, provided the student is considered a dependent under section 152 of the Internal Revenue Service Code, or in a health or safety emergency. Students and their parents and guardians have a continuing duty to inform the custodian of any changes in education records.

The Board authorizes the administration to:

- A. forward education records on request to a school in which a student of this District seeks or intends to enroll, or a school in the resident district for the student. **During the course of transferring a student's record to an educational institution for legitimate educational purposes, the District shall not alter, truncate, or redact any part of a student's record so that any information on the student's record is rendered unreadable or unintelligible;**
- B. disclose personally identifiable information to appropriate parties as permitted by federal regulations and state laws;
- C. enter into written agreements pursuant to the requirements set forth in federal regulations with organizations conducting studies for, or on behalf of, educational

agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction;

- D. enter into written agreements pursuant to the requirements of federal regulations with the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education, or the Ohio State Board of Education for the purpose of carrying out an audit or evaluation or to comply with federal legal requirements, and to use reasonable methods, as appropriate, to ensure to the greatest extent possible that personally identifiable information is used only to carry out an audit or evaluation, or for enforcement or compliance with federal legal requirements, to protect personally identifiable information from unauthorized uses, and to provide for the destruction of personally identifiable information when no longer needed for these purposes; and
- E. inform each person or party requesting access to a student's record of their duty to abide by federal regulations and state laws concerning the disclosure of information.

The District shall maintain a record of those persons to whom information about a student has been disclosed. The record of disclosure shall be maintained as long as the educational record is maintained. Such disclosure records will indicate the student, person requesting or viewing the record, information disclosed, the date of disclosure, the legitimate interest the party had in requesting or obtaining the information, and, in a health or safety emergency, a description of the threat to the health or safety of a student or other individuals that formed the basis for determining that an emergency existed. The District shall use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom personally identifiable information is disclosed.

Parents or adult students shall have the right to inspect and review official student records and related information upon written request to the principal of the building to which the student is assigned. An appointment for the review of the records will be made at a mutually convenient time as soon after the receipt of the written request as possible but in all cases within forty-five (45) days of the receipt of the written request. The review will be conducted in a private setting in the presence of the principal or designated representative.

Copies of the records will be provided upon request at the parent's or eligible student's expense. No material may be removed, modified, or added to the file except in accordance with current procedures or as a result of a hearing as described below.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or

parties stipulated by the District’s policy and/or those permitted access by the law. Whenever parental consent is required for the inspection and/or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

### III. DIRECTORY INFORMATION

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance at the District; grade level; date of graduation; degrees, honors and awards received; most previous educational agency or institution attended by the student; e-mail address or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information does not include a student’s Social Security number or the student’s identification number, user identification, or other unique personal identifier, unless the identifier cannot be used to gain access to education records except when used in conjunction with authenticating information.

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within twenty (20) days after receipt of the District’s notice. The District will not release directory information that alone or in combination can be used as personally identifiable information to identify a student.

The District shall release the names, phone numbers and addresses of students in grades nine through twelve (9-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education that requests such information. Such data shall not be released if the adult student or student’s parent submits a written request not to release such information. The notice to parents or eligible students shall inform the parent or eligible student that they have a right to prohibit all or a portion of the information to be released. The recruiting officer is to sign a form indicating that “any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces.” The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Notwithstanding the provisions set out above, no person shall release or permit access to the names or other personally identifiable information concerning any students attending a public school to any person or group for use in a profit making plan or activity.

The District may disclose “directory information” on former students without student or parental consent.

#### IV. NOTIFICATION OF RIGHTS UNDER FERPA

The Superintendent annually shall provide notice to students and parents to ensure they are adequately informed regarding their rights to:

- A. inspect and review the student’s education records;
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student’s rights;
- C. consent to disclosures of personally identifiable information contained in the student’s education records, except to those disclosures allowed by the law;
- D. challenge District noncompliance with a parent’s request to amend the records through a hearing;
- E. file a complaint with the Department of Education; and
- F. obtain a copy of the District’s policy and administrative guidelines on student records.

#### V. PROCEDURE TO CHALLENGE OR AMEND STUDENT RECORDS

The parent of a student or an eligible student who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request in writing that the records be amended.

The principal shall notify the parent or eligible student of the decision relative to the request and if the request is denied, the principal shall advise the parent or eligible student of the right to appeal the decision to the Superintendent.

Parents or adult students shall have an opportunity for a hearing to challenge the contents of the student’s education records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Such hearings shall be requested in writing of the Superintendent.

Such a hearing will be held within a reasonable time after receipt of the written request for the hearing but in no event later than forty-five (45) days following the date of receipt. The parties shall receive notice of the time and place of the hearing. The hearing will be conducted by the Superintendent or a designated hearing officer.



The hearings shall be conducted informally and the parent will be afforded the opportunity to present data, evidence, and opinions in support of his/her position and may be assisted or represented by individuals of his/her choice at the parent's expense. For the purpose of the hearing, copies of the student record in question will be provided the parent at the parent's expense.

The hearing officer shall have the right to summon such school personnel as may be necessary to provide information and data to arrive at a fair and impartial decision in the matters at question. The findings of the hearing officer shall be reduced to writing and forwarded to the parties involved within ten (10) school days following the conclusion of the hearing. The ruling shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

If the decision is that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the hearing officer shall inform the parent or adult student of the right to place in the educational records of the student a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decision. Such statements shall be maintained as part of the educational records as long as the record or contested portion thereof is maintained by the school.

#### VI. MAINTENANCE OF RECORDS

The District is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

The Board directs the Superintendent to implement and maintain a reasonable method, consisting of physical controls, technological controls, or administrative policies, to limit access by school officials to those education records in which they have a legitimate educational interest.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

LEGAL REFS: O.R.C. §§3319.321; 3319.323  
34 C.F.R. 99.1 et seq.

Adopted: September 23, 2015

**SCREENINGS, SURVEYS, PHYSICAL EXAMINATIONS, AND  
INSTRUCTIONAL MATERIALS**

Parents and students eighteen (18) years of age, or emancipated students, are entitled by Federal law to be notified of the use of surveys administered to collect protected information and to receive notice of the right to opt out of certain surveys, physical examinations, and the collection, disclosure, or use of personal information for marketing purposes, and to inspect protected information surveys, the instruments used to collect personal information from students for marketing purposes, and certain instructional material.

Therefore, all instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the district's children.

In accordance with the requirements of the No Child Left Behind Act and the Pupil Protection Rights Amendment, this policy has been developed in consultation with parents prior to its adoption.

For the purposes of this policy, the following definitions shall apply:

- A. Instructional Material – means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. Invasive Physical Examination – means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- C. Parent – includes a legal guardian or other person standing *in loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- D. Personal Information – means individually identifiable information including:
  - 1. A student or a parent's first and last name;
  - 2. A home or other physical address (including street name and the name of the city or town);
  - 3. A telephone number; or
  - 4. A Social Security identification number.

- E. Survey – Includes an evaluation

Survey, Analysis, or Evaluation

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation funded in whole or in part by a program of the U.S. Department of Education that reveals information concerning any of the following without prior consent of the student (if the student is an adult student or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom the respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parent; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Inspection by Parent of Survey Created by a Third Party

Parents or eligible students shall be permitted to inspect a survey created by a third party before it is administered or distributed by the district to a student. These same procedures apply to the inspection of any survey containing one or more of items A-H above.

- A. Any parent wishing to inspect the survey or questionnaire shall submit a written request to the Superintendent or designee.
- B. The request shall identify, as specifically as possible, the material to be inspected. The Superintendent or designee reserves the right to ask the parent to amend or supplement the request if the request is vague or too general.

- C. The parent shall be provided an opportunity to inspect the survey or questionnaire no later than ten (10) school days after the district receives the parent's written request.
- D. The parent shall be contacted to schedule a mutually convenient time to inspect the survey or questionnaire.

#### Privacy Protection

The following arrangements have been made to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of items A-H above.

- A. The student's parent shall be notified of the survey prior to it being submitted to the student.
- B. The completed surveys will be kept in a location in which only persons who are deemed by the Superintendent or designee to have legitimate educational interests shall be permitted to view the results of the survey. Those persons with legitimate educational interests shall include, but not be limited to: the Superintendent and other administrative personnel, members of the Board, and appropriate pupil services personnel.
- C. No person shall release, cause to be released, reproduce, or cause to be reproduced or otherwise be permitted to disclose the results of any of the above-described completed surveys, except as otherwise permitted by law and this policy.

#### Inspection of Instructional Material

Parents and students of an appropriate age shall be permitted to inspect, upon the parent's or student's request, any instructional material used as part of the educational curriculum for the student:

- A. Any parent wishing to inspect any instructional material used as part of the educational curriculum for their child shall submit a written request to the Superintendent or designee.
- B. The request shall identify, as specifically as possible, the material to be inspected. The Superintendent or designee reserves the right to ask the parent to amend or supplement the request, if the request is vague or too general.

- C. The parent shall be provided an opportunity to inspect the material no later than ten (10) school days after the district receives the parent’s written request.
- D. The parent shall be contacted to schedule a mutually convenient time to inspect the material.

#### Physical Examinations or Screenings

Physical examinations or screenings that the district may administer shall be administered as follows:

- A. If time permits, the parent shall be notified in writing of the district’s intent to conduct a physical examination or screening. If time does not permit, the district shall contact the parent by telephone or in person.
- B. The screening or examination shall not occur without the parent’s written or verbal consent.
- C. A physical examination or screening shall only be conducted by a licensed physician, nurse, or other person deemed to have proper medical training.

These requirements do not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification. These requirements also do not apply to a physical examination or screening administered to a student in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

#### Collection, Disclosure, or Use of Personal Information for the Purpose of Marketing

The methods set forth below will be used for the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such disclosure or use.

- A. The parent of a student shall have the right to inspect, upon request, any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to a student.
  - 1. Any parent wishing to inspect any instrument used in the collection of personal information as described above shall submit a written request to the Superintendent or designee.

2. The request shall identify, as specifically as possible, the instrument to be inspected. The Superintendent or designee reserves the right to ask the parent to amend or supplement the request if the request is vague or too general.
  3. The parent shall be provided an opportunity to inspect the instrument no later than ten (10) school days after the district receives the parent's written request.
  4. The parent shall be contacted to schedule a mutually convenient time to inspect the instrument.
- B. Only directory information as defined in Board Policy 6.17 shall be released for the purpose of marketing or for selling the information, and only if the parent or adult student has not otherwise prohibited its release either under this or any other Board policy or law. Any information which is not categorized as directory information will only be released with the parent or adult student's written consent.
- C. The organization collecting the information, or to which it is given by the district, must certify that it will not disclose the information except as otherwise permitted by law.

These collection and disclosure methods do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- A. College or other post-secondary education recruitment, or military recruitment;
- B. Book clubs, magazines, and programs providing access to low-cost literary products;
- C. Curriculum and instructional materials used by elementary schools and secondary schools;
- D. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- E. The sale by students of products or services to raise funds for school-related or education-related activities;
- F. Student recognition programs.

#### Parent or Adult Student Notification

Parents of a student shall be directly notified annually, at the beginning of each school year, of the specific or approximate dates during the school year when the activities set forth below are scheduled or expected to be scheduled. Parents of a student, and for the purposes of an activity described in paragraph A below, in the case of a student of the appropriate age, shall also have the opportunity to opt out of participation in the activities set forth below:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- B. The administration of any survey containing one or more of the following items:
  - 1. Political affiliations or beliefs of the student or the student's parent;
  - 2. Mental or psychological problems of the student or the student's family;
  - 3. Sex behavior or attitudes;
  - 4. Illegal, anti-social, self incriminating, or demeaning behavior;
  - 5. Critical appraisals of other individuals with whom the respondents have close family relationships;
  - 6. Legally-recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. Except for screenings, the PPRA specifically exempts, any non-emergency, invasive physical examination or screening that is--

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student, or of other students.

Parents of a student shall be provided annual notice of the existence of this policy and their rights pursuant to this policy at the beginning of each school year and within a reasonable time after any substantive change in the policy.

The rights provided to parents under this policy transfer to the student when the student turns eighteen (18) years old, or is an emancipated minor at any age.



### **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. ***Consent***: Written parental consent will be obtained before minor students are required to submit to a survey that is funded in whole or in part by a program of the U.S. Department of Education (ED) and that reveals information concerning:
1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
  8. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
- B. ***Receive notice and an opportunity to opt a student out of --***
1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. ***Inspect***, upon request and before administration or use --
1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The Board of Education has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected

surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution;
2. Administration of any protected information survey not funded in whole or in part by ED;  
or
3. Any non-emergency, invasive physical examination or screening as described above.

***Parents/eligible students who believe their rights have been violated may file a complaint with:***

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

**STUDENT ACCIDENT INSURANCE**

The Board recognizes that students may suffer injuries in the course of attendance at school and participation in the athletic and extracurricular programs of the schools. Accordingly, the Board may provide such insurance coverage as is authorized by law and may make available to parents insurance coverage for other contingencies.

## **STUDENT CONDUCT AND DISCIPLINARY PROCEDURES**

The purpose of this policy is to provide the general guidelines and procedures governing student conduct and discipline in the Lexington Local School District. The individual school buildings have student handbooks in place with guidelines that may extend those listed in this policy.

This policy is intended to comply with O.R.C. §§2923.122, 3313.66, 3313.661, 3313.662, 3313.664, 3313.665, 3313.753 and 3327.014, which require each board of education to adopt a policy regarding suspension, expulsion, removal, and permanent exclusion and specify the types of misconduct for which a student may be suspended, expelled, or removed. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who seek to preserve and maintain such an environment. The sole objective of this policy is to ensure fair and equitable handling of disciplinary problems.

### **Tolerance**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform with school and district regulations and comply with directions from school personnel. The Board will not tolerate violent, disruptive, or inappropriate behavior, including excessive truancy, by its students. A student who fails to comply with established school or district rules or with any reasonable request made by school personnel shall be subject to discipline in accordance with the Board's Student Conduct and Disciplinary Procedures and the Code of Student Conduct. The Superintendent or designee shall develop strategies ranging from prevention to intervention to address student misbehavior.

### **Procedural Standards**

During the time of suspension, expulsion, or removal, the student (if he/she is eighteen (18) years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the student. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

The suspended or expelled student may not receive credit for work which takes place in the classroom while he/she is on suspension or expulsion. The suspended or expelled student also forfeits any privileges of making up work, and the days of suspension or expulsion shall be considered to be unexcused absences.

A student who is suspended or expelled from his or her vocational program through the Joint Vocational School District is also to be regarded as suspended or expelled from the Lexington Local School District.

The District may deny credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Superintendent or Board.

### **Definitions**

Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function.

Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).

Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding three (3) school days, of permission to attend school and to take part in any school function.

Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled for a period of less than one (1) school day.

Permanent Exclusion means the prohibition of a student forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.

### **Expulsion**

The Superintendent is the only school administrator who may expel a student. Whenever an incident occurs that may lead to an expulsion, the principal or assistant principal may suspend a student prior to the expulsion hearing. In addition, the principal or assistant principal will send written notice within one (1) school day of his recommendation for expulsion to the Superintendent and to the parent(s). The Superintendent shall give the student and his/her parent, guardian, or custodian written notice of the intention to expel the student and provide the student and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:

- The reason(s) for the intended expulsion.
- Notification of the right of the student and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the student's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.

- The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, his/her refusal will be noted in the presence of a witness.
- If the proposed expulsion is based upon a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.

The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story. The student and parents will be given full opportunity to present matters in defense or mitigation.

The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the Lexington Local Schools for any reasons after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school, the Superintendent shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

Compliance with all provisions of the Board of Education policy have been met at this point in the expulsion process. The decision must now be made to expel or not to expel. If the decision is to expel, then within one (1) school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the action to expel in writing. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:

- The reason(s) for the expulsion.
- Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of expulsion.
- The right of representation at the appeal.
- The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.

- Notification that the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F) if the student is sixteen (16) years of age or older.
- Notification that the Superintendent may seek the student's permanent exclusion if the expulsion is based upon a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
- If the Superintendent expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.

An appeal of the expulsion must be made within fourteen (14) school days of receipt of the notice of expulsion. A student or his/her parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the student, parent, guardian, custodian or representative. A verbatim record shall be made of the hearing.

The Board of Education or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion. The action of the Board or its designee on the expulsion must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

### **Suspension**

The Superintendent, principal, assistant principal or dean of students are the only school administrators who may suspend a student. Whenever an incident occurs that may lead to a suspension, the principal or assistant principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident with the principal or assistant principal, this investigation shall include discussion with the student so that the student may be given an opportunity to be heard.

The Superintendent, principal, or assistant principal must give the student written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the student is sixteen (16) years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the student if he/she is convicted or adjudicated a delinquent child for the violation.

The student shall be provided an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness. The principal or assistant principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing. Appeal procedures do not apply.

Compliance with all provisions of the Board of Education policy have been met at this point prior to a suspension. The decision must now be made to suspend or not to suspend. If the decision is to suspend, then within one (1) school day of the decision to suspend, the Superintendent, principal or assistant principal must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the action to suspend in writing. If at the time **an out of school** suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent shall not apply any remaining part or all of the period of the suspension to the following school year. The Superintendent may instead require the student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin the student's community service or alternative consequence during the first full week day of summer break. The District, in its discretion, may develop an appropriate list of alternative consequences. In the event that a student fails to complete community service or the assigned alternative consequence, the District may determine the next course of action, which shall not include requiring the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

A notice of suspension must include:

- The reason(s) for the suspension.
- The duration of the suspension.
- Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension.
- The right of representation at the appeal.
- The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
- Notification that the Superintendent may seek the student's permanent exclusion if the suspension is based on a violation listed in O.R.C. §3313.662(A) that was



committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.

An appeal of the suspension must be made within fourteen (14) days of receipt of the notice of suspension. A student or the parent, guardian, or custodian may appeal the suspension to the Board of Education or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be held in executive session upon the request of the student, parent, guardian, custodian, or representative of the student. A verbatim record of the appeal hearing shall be made.

The Board or designee can act only after a hearing, if requested, has been held. The Board or designee may affirm, reverse, vacate, or modify the suspension. The action of the Board or designee on the suspension must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board or designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

If a student is suspended, the Board may, in its discretion, permit the student to complete any classroom assignments missed because of the suspension.

#### **Removal From Extracurricular Activities**

A student may be denied the privilege of participating in any particular or all extracurricular activities of the district or of a school of the district for up to one (1) full school year in accordance with the procedures contained within Board of Education Policy 6.22.

#### **Suspension of School Bus Riding Privileges**

A student may be suspended from any particular or all school bus riding privileges of the district for up to one (1) full school year in accordance with the procedures set forth in Board of Education Policy 6.23.

#### **Emergency Removal by Teacher**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student from curricular activities under his/her supervision, but not from the premises.

During school hours the student must be sent to the office. If a teacher makes an emergency removal for one (1) school day or more, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.

A due process hearing must be held within three (3) school days after removal is ordered. Procedures for this hearing are the same as for a suspension or expulsion hearing. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable.

prior to the hearing. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

### **Emergency Removal by Administrator**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, principal, or assistant principal may remove a student from curricular activities or from the school premises.

If it is intended that the student be removed for more than one (1) school day, a due process hearing must be held within three (3) school days after the removal is ordered. Procedures for this hearing are the same as for a suspension or expulsion hearing. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

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

### **Disciplinary Removal**

A student shall be given written notification of the charges against him/her by the administrator. The student must have the opportunity to appear at an informal hearing before the principal, or assistant principal to challenge the reasons for the intended removal or otherwise to explain his/her actions. Students shall be given an opportunity to challenge the charges and present their side of the story.

The administrator shall make the decision to remove or not to remove, and shall notify the student orally of that decision. If the student is removed, the administrator shall notify the parent or guardian within one (1) school day, in writing, of the removal, including the length of the removal and reason(s) for the removal.

### **Less than Twenty-Four (24) Hour Removal**

In all cases of normal disciplinary procedures where a student is removed from a curricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, or in the case of a student given an in-school suspension served in a school setting, the due process requirements of this policy do not apply.

### **Permanent Exclusion**

A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

- a. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm onto any property owned or controlled by (including a school bus), or to any activity held under the auspices of the Board;
- b. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of the Board;
- c. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of the Board;
- d. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of the Board;
- e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:
  1. O.R.C. §2903.01, aggravated murder;
  2. O.R.C. §2903.02, murder;
  3. O.R.C. §2903.03, voluntary manslaughter;
  4. O.R.C. §2903.04, involuntary manslaughter;
  5. O.R.C. §2903.11, felonious assault;
  6. O.R.C. §2903.12, aggravated assault;
  7. O.R.C. §2907.02, rape;
  8. O.R.C. §2907.05, gross sexual imposition; or

9. O.R.C. §2907.12, felonious sexual penetration.
- f. Complicity in any violation set forth in the above section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the Board.

If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when he/she was sixteen (16) years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board of Education a request that the student be permanently excluded from public school attendance if the following apply:

- a. After obtaining or receiving proof of the conviction or adjudication, the Superintendent or designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees and gives the student and his/her parent, guardian, or custodian, written notice that the Superintendent intends to recommend to the Board that the Board adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student from public school attendance.
- b. The Superintendent or designee forwards to the Board the Superintendent's written recommendation which includes the determination that the Superintendent made pursuant to this Board policy and a copy of the proof he/she received showing that the student has been convicted of or adjudicated a delinquent child for a violation listed in the section on reasons for permanent exclusion that was committed when the student was sixteen (16) years of age or older.
- c. Within fourteen (14) days after receipt of a recommendation from the Superintendent that a student be permanently excluded from public school attendance, the Board may adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student who is the subject of the recommendation from public school attendance, only after review and consideration of all of the following available information:
  1. The academic record of the student and a record of any extracurricular activities in which he/she was previously involved;
  2. The disciplinary record of the student and any available records of his/her prior behavioral problems other than the behavioral problems contained in the disciplinary record;
  3. The social history of the student;

4. The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems;
5. Evidence regarding the seriousness of and any aggravating factors related to the offense that is the basis of the resolution seeking permanent exclusion;
6. Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion;
7. Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in a public school setting;
8. Evidence regarding the probable disruption of the teaching of any graded course of study by the continued presence of the student in a public school setting;
9. Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or of school employees and without posing a threat of the disruption of the teaching of the district's graded course of study.

If the Board does not adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student, it shall immediately send written notice of that fact to the Superintendent, to the student who was the subject of the proposed resolution, and to that student's parent, guardian, or custodian.

If the Board adopts a resolution requesting the Superintendent of Public Instruction to permanently exclude the student, the Board shall immediately forward to the Superintendent of Public Instruction the written resolution, proof of the conviction or adjudication that is the basis of the resolution, a copy of the student's entire school record, and any other relevant information, and shall forward a copy of the resolution to the student who is the subject of the recommendation and to his/her parent, guardian, or custodian.

The Board shall designate a representative to present its case for permanent exclusion to the Superintendent of Public Instruction or referee appointed by him/her. At the adjudication hearing held pursuant to O.R.C. §3301.121, the representative of the Board shall present evidence in support of the requested permanent exclusion.

#### Recommendation for Revocation of Permanent Exclusion

The Superintendent, upon determining that the school attendance of a student who has been permanently excluded from public school attendance will no longer endanger the health and safety of other students or school employees, may issue to the Board a recommendation, including the

reasons for the recommendation, that the permanent exclusion of a student be revoked and the student be allowed to return to the public schools of the State.

Upon receipt of the recommendation of the Superintendent that the permanent exclusion of a student be revoked, the Board may adopt a resolution by a majority vote of its members requesting that the Superintendent of Public Instruction revoke the permanent exclusion of the student. Upon adoption of the resolution, the Board shall forward a copy of the resolution, the reasons for the resolution, and any other relevant information to the Superintendent of Public Instruction.

### Probation

A student who has been permanently excluded pursuant to this policy and O.R.C. §3301.121 may request that the Superintendent admit the student on a probationary basis for a period not to exceed ninety (90) school days. Upon receiving the request, the Superintendent and principal may enter into discussions with the student and with the student's parent, guardian, or custodian, or a person designated by the student's parent, guardian, or custodian to develop a probationary admission plan designed to assist the student's probationary admission to the school. The plan may include a treatment program, a behavioral modification program, or any other program reasonably designed to meet the educational needs of the student and the disciplinary requirements of the school.

If the Superintendent, the student, and the student's parent, guardian, or custodian, or a person designated by the student's parent, guardian, or custodian, agree upon a probationary admission plan, the Superintendent shall issue to the Board of Education a recommendation that the student be allowed to attend school within the district under probationary admission, the reasons for the recommendation, and a copy of the agreed-upon probationary admission plan. Within fourteen (14) days after the Board receives the recommendation, reasons, and plan, the Board may adopt the recommendation by a majority vote of its members. If the Board adopts the recommendation, the student may attend school under probationary admission for a period not to exceed ninety (90) days or any additional probationary period permitted under this policy.

If a student is permitted to attend school under probationary admission pursuant to this policy and fails to comply with the probationary admission plan, the Superintendent may immediately remove the student from the school and issue to the Board a recommendation that the probationary admission be revoked. Within five (5) days after the Board receives the recommendation, the Board may adopt the recommendation to revoke the student's probationary admission by a majority vote of its members. If a majority of the Board does not adopt the recommendation to revoke the student's probationary admission, the student shall continue to attend school in compliance with the probationary admission plan.

If a student who is permitted to attend school under probationary admission pursuant to this policy, complies with the probationary admission plan prepared pursuant to this policy, the student or his/her parent, guardian, or custodian, at any time before the expiration of the ninety (90) day probationary admission period, may request the Superintendent to extend the terms and period of his/her probationary admission for a period not to exceed ninety (90) days or to issue a recommendation that the student's permanent exclusion be revoked and the student be allowed to return to the public schools of the state.

If a student is granted an extension of his/her probationary admission, the student or his/her parent, guardian, or custodian, in the manner described in this policy, may request and the Superintendent and Board, in the manner described, may recommend and grant subsequent probationary admission periods not to exceed ninety (90) days each. If a student who is permitted to attend school under an extension of a probationary admission plan complies with the probationary admission plan prepared pursuant to the extension, he/she or his/her parent, guardian, or custodian, may request a revocation of the student's permanent exclusion in the manner described in this policy.

Any extension of a probationary admission requested by a student, his/her parent, guardian, or custodian, pursuant to this policy shall be subject to the adoption and approval of a probationary admission plan in the manner described in this policy, and may be terminated as provided herein.

If the student has complied with any probationary admission plan and the Superintendent issues a recommendation that seeks revocation of the student's permanent exclusion pursuant to this policy, the student's compliance with any probationary admission plan may be considered along with other relevant factors in any determination or adjudication conducted pursuant to this policy.

Except as provided in this policy, any information regarding the permanent exclusion of a student shall be included in the student's official records, and shall be included in any records sent to any school district that requests the student's records.

When a student, who has been permanently excluded from public school attendance, reaches the age of twenty-two (22) or when the permanent exclusion of a student has been revoked, all references to the permanent exclusion from the student's file shall be removed and destroyed. A student who has reached the age of twenty-two (22) or whose permanent exclusion has been revoked, may send a written notice to the Superintendent requesting the Superintendent to ensure that the records are removed from the student's file and destroyed. Upon receipt of the request and a determination that the student is twenty-two (22) years of age or older, or that the student's permanent exclusion has been revoked, the Superintendent shall ensure that the records are removed from the student's file and destroyed.

This policy does not and shall not be construed to prohibit any person who has been permanently excluded pursuant to this policy and O.R.C. §3301.121 from seeking a certificate of high school equivalence. A person who has been permanently excluded may be permitted to participate in a course of study in preparation for the tests of general educational development, except that he/she shall not participate during normal school hours in that course of study in any building or structure owned or controlled by this Board of Education.

This policy does not, and shall not be construed to relieve this Board from any requirement under O.R.C. §§2151.357 or 3313.64 to pay for the costs of educating any student who has been permanently excluded pursuant to this policy. Except as otherwise authorized by O.R.C. §§2151.358, 3301.121, and 3313.662, any school employee in possession of or having access to sealed adjudication records of a student that were the basis of the student's permanent exclusion who knowingly releases, disseminates, or makes available for any purpose involving employment, bonding, licensing, or education to any person or to any department, agency, or other

instrumentality of the state, or of any of its political subdivisions, any information or other data concerning any arrest, complaint, trial, hearing, adjudication, or correctional supervision, the records of which have been expunged or sealed pursuant to this section, is guilty of divulging confidential information, a misdemeanor of the fourth degree.

The failure of the Superintendent or the Board to provide the information regarding the possibility of permanent exclusion in the notices required by this policy is not jurisdictional, and the failure shall not affect the validity of any suspension or expulsion procedure that is conducted in accordance with this policy or the validity of a permanent exclusion procedure that is conducted in accordance with O.R.C. §§3301.121 and 3313.662.

### **Dangerous Weapons, Criminal Acts, and Bomb Threats**

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 in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or 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. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or 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.

Students are prohibited from bringing or possessing a firearm or an object indistinguishable from a firearm, whether or not the object is capable of being fired, on school property, in a school vehicle (including a school bus), to an interscholastic competition, an extracurricular event, or to any other school sponsored program or activity that is not located in a school or on property that is owned or controlled by the district. If a student brings or possesses a firearm on school property, in a school vehicle, to an interscholastic competition, an extracurricular event, or to any school program or activity that is not located in a school or on property that is owned or controlled by the district, the Superintendent shall expel the student from school for a period of one (1) calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with state law and this policy.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and 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 or motivation of the student.

Students are also prohibited from bringing to or possessing knives on school property, in a school vehicle, at an interscholastic competition, an extracurricular event, or at any school program or activity sponsored by the school district or in which the district is a participant. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a



handle. If a student brings or possesses a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school for a period not to exceed one (1) calendar year, with the same expulsion implications as noted above.

The Board extends the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

The Superintendent may also expel a student for a period not to exceed one (1) calendar year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at school, on any other property owned or controlled by the Board, or at any interscholastic competition, extracurricular event, or any other school program or activity. Any expulsion shall extend as necessary into the school year following the school year in which the incident occurred, and may be reduced by the Superintendent on a case-by-case basis for the reasons set forth above.

Finally, the Superintendent may expel a student for a period of one (1) calendar 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 shall extend as necessary into the school year following the school year in which the incident occurred, and may be reduced by the Superintendent on a case-by-case basis for the reasons set forth above.

### **Disabled Students**

It shall be the policy of this Board of Education that a child with a disability shall be disciplined only in accordance with state and federal law.

### **Posting**

A copy of this policy together with the Code of Student Conduct shall be posted in a central location in each school in the district and made available to students upon request.

### **Corporal Punishment**

The use of corporal punishment as a means of discipline is prohibited in the Lexington Local School District. This policy shall not prohibit teachers, principals, administrators, and non-licensed employees from using such 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 as provided in O.R.C. §3319.41(G).

### **Student Handbooks**

Disciplinary procedures and codes of conduct shall be developed by building administrators, shall appear in their handbooks, and shall be approved by the Board of Education.

### **Student Seeking Admission From Another District**

The Lexington Local School District may temporarily deny admittance to any student who is otherwise entitled to be admitted to a public school if the student has been suspended or expelled from the schools of another district in the State of Ohio or an out-of-state district and if the period of the suspension or expulsion has not expired.

The student and parent(s) will be provided an opportunity for a hearing upon their request. The hearing will be held before the Superintendent or designee to determine if the student should be admitted before the end of his/her suspension or expulsion time frame.

The Superintendent will determine the admittance or non-admittance of the student.

### **Community Service in Conjunction With or in Place of a Suspension or Expulsion**

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion imposed pursuant to this Board Policy and O.R.C. §3313.66, except for an expulsion imposed pursuant to O.R.C. §3313.66(B)(2) for bringing a firearm to school or any other property owned or controlled by the Board. The community service requirement may be imposed by the Superintendent under the following guidelines:

1. The organization operating the community service program must be approved by the Board for student participation.
2. The community service requirement may be imposed beyond the end of the school year in lieu of applying an expulsion into the following school year.

LEGAL REFS: O.R.C. §3313.66; 3313.661; 3313.613

Revised: April 18, 2018

**LEXINGTON LOCAL SCHOOLS  
NOTICE OF INTENT TO EXPEL**

(To Student and Parent)

TO: \_\_\_\_\_ Date: \_\_\_\_\_

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

This is to notify you that \_\_\_\_\_ may be expelled from school pursuant to O.R.C.  
(Student's Name)

§3313.66(B) for a period of \_\_\_\_\_. Expulsion from school means that while the child is expelled he/she is not allowed to come to school, attend classes or extracurricular activities, or otherwise participate in other school-related activities. The reason(s) the child may be expelled from school is/are as follows:

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

in violation of paragraphs \_\_\_\_\_ of the Code of Student Conduct.

This will also notify you that the Superintendent may seek to permanently exclude the child, if the child is convicted of or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the child was sixteen (16) years of age or older at the time of such violation.

You and your child have the opportunity to appear before the Superintendent or his/her designee to challenge the reasons for the possible expulsion or to otherwise explain the child's actions. The hearing is to be held not less than three (3) nor more than five (5) school days after this notice is given, but if you are unable to attend at the time indicated below, you have the right to request an extension. If an extension is granted you will be notified of the new time and place. If you do not wish to appear for a meeting, please notify me immediately.

The hearing is to be conducted at \_\_\_\_\_ .m. on \_\_\_\_\_,  
20\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Superintendent

cc: Student

**LEXINGTON LOCAL SCHOOLS  
NOTICE OF EXPULSION**

(To Parent)

TO: \_\_\_\_\_ Date: \_\_\_\_\_

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

This notice will inform you that \_\_\_\_\_ has been expelled from  
(Student's Name)  
school from \_\_\_\_\_ to \_\_\_\_\_. The reason(s) for the expulsion is/are as follows:

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

in violation of paragraphs \_\_\_\_\_ of the Code of Student Conduct.

You have the right to appeal this decision to the Board of Education or to its designee; to be granted a hearing before the Board or its designee in order to be heard against the expulsion; to be represented in the appeal proceeding by a representative of your choosing; and to request that the hearing be held in executive session. If you wish to schedule an appeal hearing in this matter, please immediately notify the Treasurer of the Board of Education. You should also inform the Treasurer of those persons who will be present at the hearing, including the name of any representative you may choose to bring. You have fourteen (14) days from receipt of this notice to file an appeal.

Please be aware the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F), if the pupil was sixteen (16) years of age or older at the time of such violation.

This will also notify you that the Superintendent may seek the pupil's permanent exclusion, if the pupil is convicted of or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the pupil was sixteen (16) years of age or older at the time of such violation.

\_\_\_\_\_  
Superintendent

cc: Treasurer of Board of Education  
Student

**LEXINGTON LOCAL SCHOOLS  
NOTICE OF INTENT TO SUSPEND**

(To Student)

NAME OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT, GUARDIAN OR CUSTODIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_

SCHOOL \_\_\_\_\_

This notice will inform you that you may be suspended from school pursuant to O.R.C.§3313.66(A). Suspension from school means that while you are suspended you are not allowed to come to school, attend classes or extra-curricular activities, or otherwise participate in other school-related activities. The reason(s) you may be suspended from school is/are as follows:

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

in violation of paragraphs \_\_\_\_\_ of the Code of Student Conduct.

This is also to notify you that the Superintendent may seek to permanently exclude you if you are convicted of, or adjudicated a delinquent child for, a violation listed in O.R.C.§3313.662(A), and if you were sixteen (16) years of age or older at the time of such violation.

You now have the opportunity to meet with the appropriate school official (principal, assistant principal, superintendent, or superintendent's designee) at an informal hearing to challenge the reason(s) for the intended suspension, or otherwise explain your actions.

\_\_\_\_\_  
Superintendent, Principal, or Assistant Principal

I hereby acknowledge receipt of this Notice of Intent to Suspend and if age eighteen (18) or older, I consent to notification of my parent, guardian, or custodian.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**LEXINGTON LOCAL SCHOOLS**  
**NOTICE OF SUSPENSION**

(To Parent)

TO: Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This letter is to officially notify you that as of \_\_\_\_\_, your child,  
\_\_\_\_\_ (date)  
\_\_\_\_\_, is suspended from school for a period of \_\_\_\_\_  
(Student's Name)  
school days. The incident which caused this suspension has been discussed with your child at an  
informal hearing. The reason(s) for the suspension is/are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

in violation of paragraphs \_\_\_\_\_ of the Code of Student Conduct.

During this suspension, your child will not be permitted to participate in any school activities or to enter any  
school premises. Academic credit will be lost during the period of the suspension. Your child will be  
permitted to return to school on \_\_\_\_\_.  
(date)

You have the right to appeal this suspension to the Board of Education, or the Board's appointed designee,  
if applicable; to have a hearing before the Board of Education or its designee in order to be heard against  
the suspension; to request that the hearing be held in executive session; and to be represented at the  
hearing. If you wish to schedule an appeal hearing in this matter, please immediately notify the Treasurer  
of the Board of Education, in writing. You have fourteen (14) days from receipt of this notice to file an  
appeal.

This will also notify you that the Superintendent may seek your child's permanent exclusion if he/she is  
convicted of, or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the  
pupil was sixteen (16) years of age or older at the time of such violation.

\_\_\_\_\_  
Superintendent, Principal, or Assistant Principal

cc: Treasurer of Board of Education  
Student

**LEXINGTON LOCAL SCHOOLS**  
**NOTICE OF ASSISTANCE PROGRAMS**

Pursuant to O.R.C. §3313.66(D), when a pupil is expelled from school for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, this notice is provided to the pupil and his/her parent, guardian, or custodian.

This is to provide notice of the names, addresses, and phone numbers of public and private agencies which provide services or programs that work toward improving those aspects of the pupil's attitudes and behaviors that contributed to the incident which gave rise to the expulsion.

NAMES

ADDRESSES

PHONE NUMBERS

---

---

---

---

---

---

---

---

## **CODE OF STUDENT CONDUCT**

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Lexington Local Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on school property, on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, Saturday school, alternative school, emergency removal, disciplinary removal, in-school suspension, out-of-school suspension, expulsion, and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

**A. Academic Dishonesty**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

**B. Arson/Attempted Arson**

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

**C. Assault, Assault and Battery**

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

**D. Complicity**

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

**E. Damage to Property**

A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.



**F. Disrespect/Disobedience**

A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.

**G. Disruption of School/Disorderly Conduct**

A student shall not cause any disruption of any classroom activity, or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.

**H. Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property.

**I. Dress or Appearance**

A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, causes disruption of or directly interferes with the educational process, or attracts undue attention.

**J. Failure to Pay Tuition**

A student shall promptly pay any necessary tuition for school attendance and other approved charges.

**K. Failure to Serve School Discipline**

Refusing to serve an in-school suspension, Saturday school, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

**L. False Alarms/Bomb Threats**

A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's fire alarm system in any manner.

**M. False Reports/Forgery**

Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.

**N. Fighting**

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.

**O. Gambling**

A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

**P. Hazing**

A student shall not participate in hazing or other degrading or disgraceful acts.

**Q. Illegal Possession of Building Keys and Unauthorized Entry**

A student shall not possess, use, transmit or conceal any building keys without proper authorization or enter any building outside of school hours without permission.

**R. Insubordination/Defiance**

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

- disobedience or disrespect toward any staff member
- not serving assigned detentions
- not following school rules or proper procedures
- not following assigned schedule/being in an unauthorized area
- chronically tardy to school or class
- repeated misbehavior after warning

**S. Intimidation/Harassment/Menacing**

A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.

**T. Loitering/Trespassing/Leaving School Property**

A student shall not loiter or delay in any way that may cause disruption of some activity or function. A student shall not trespass on the property of another or leave school property or assigned area prior to specified dismissal time without official permission.

**U. Misuse of a Computer**

Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program.

**V. Misuse of Vehicles on School Property**

A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

**W. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia**

A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, any substance containing betel nut, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

**X. Participation in Extra-curricular Activities**

A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.

**Y. Prescription or Non-prescription Drugs**

A student shall not sell or distribute, buy, or possess prescription or non-prescription drugs. A student must follow the procedure for use of such medications at school.

**Z. Profane, Obscene or Vulgar Language/Gestures**

A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.

**AA. Public Display of Affection**

Students shall not engage in public displays of affection on school property.

**BB. Prohibited Articles**

Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, radios of any kind, tape players, personal pagers and TV sets, telephones, cell phones, and other electronic communication devices, and laser pointers. An exception to this prohibition includes students who are active members of a volunteer fire fighting organization or a volunteer emergency medical service organization.

**CC. Punctuality and Tardiness**

All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school.

**DD. Repeat Offenses**

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

**EE. School Buses**

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

**FF. Sexual Harassment**

A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:

- sexual flirtation, touching, advances, or propositions
- verbal or physical abuse of a sexual nature
- graphic or suggestive comments about an individual's dress or body
- the use of sexually degrading words to describe an individual
- displaying sexually aggressive objects or photographs
- sexually explicit or obscene jokes

**GG. Shakedown/Strong Arm/Extortion**

A student shall not force another person to give him/her money or articles of value.

**HH. Theft**

A student shall not take or attempt to take the property of others without their consent.

**II. Throwing of Objects**

A student shall not throw any object without authorization, including, but not limited to snowballs.

**JJ. Tobacco/Nicotine**

A student shall not possess, use, transmit, conceal, smoke, smell of, or otherwise make use of tobacco products, any alternative nicotine product, including electronic, vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes or any tobacco or nicotine cessation products in the school building, on school buses, at school sponsored activities, or on school property at any time.

**KK. Truancy**

A student shall not be absent from school without parental and school approval.

**LL. Vandalism**

A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.

**MM. Violation of Federal or State Statutes**

Students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations.

**NN. Weapons and Dangerous Instruments**

A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordnances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.

**OO.** Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

### **REMOVAL FROM CO-CURRICULAR ACTIVITIES**

Participation in co-curricular activities is a privilege held by Lexington Local students, and not a right. This privilege can be taken away if a student violates the Athletic Code of Conduct or the Student Code of Conduct. Athletes are school role models and, therefore, should conduct themselves as such. This policy shall be posted in a central location in each school building and will be made available to students upon request.

The Superintendent, principal, or assistant principal may deny a student the privilege of participating in any particular or all co-curricular activities for a stated period of time, but not to exceed one (1) full school year.

Students who are suspended or expelled from school shall not participate in or attend any co-curricular activities for the duration of the suspension or expulsion.

Athletes must be in attendance at least one-half of the school day to play in that day's contest, unless they have been excused by the principal in advance of the day. The cut-off point for one-half day attendance for athletic purposes is 11:10 a.m.

For purposes of this policy, co-curricular activities include the following:

All Athletic Teams	Mock Trial	Economics Team
Cheerleading	Drama Club	Art Club
Academic Challenge	Winter Guard	Foreign Language Clubs
Destination Imagination	Marching Band	Chess Club

All other school sponsored co-curricular clubs, activities and/or groups

Note: On occasion, groups and/or activities which are part of the graded curriculum (i.e. choir, jazz band, Fire 'n Ice, etc.) schedule public performances, trips, activities, etc. which are not directly part of that activity's graded curriculum. A student involved in a violation of this code of conduct would be denied participation in these types of performances and/or activities.

#### **Definition of Terms**

*Entire School Year:* The start of fall athletics/activities through the last day of classes and/or the completion of all spring athletics/activities.

*Look-alike:* Any substance that is represented to be a controlled substance but is not a controlled substance; any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or markings, labeling, packaging, distribution, or price; or any unmarked or unlabeled substance represented to be a controlled substance.

*Prescribed Assessment Program(s):* The assessment program(s) the school deems necessary to complete as a result of a code of conduct violation.

*Prescribed Counseling Program(s):* The counseling program(s) the school deems necessary to complete as a result of a code of conduct violation.

*Drugs:* This includes, but is not limited to, any drug, illegal drugs, marijuana, inhalants, steroids, legal prescriptions, and over-the-counter drugs used, possessed, or distributed for unauthorized purposes or as look-alike substances.

*Mood-altering Chemicals:* This includes but is not limited to narcotics, depressants, stimulants, hallucinogens, and look-alikes.

*Public Performances:* Any scheduled contests and/or activity in which the student would represent Lexington High School as a participant in any capacity (excluding practices, scrimmages, dress rehearsals, etc.).

*School Days:* Days school is in session.

*Two Weeks:* Fourteen calendar days.

#### The Code of Conduct for Co-Curricular Activities

Conduct that will reflect favorably upon the participants and the Lexington Local School District should always be displayed. Good conduct and good sportsmanship reflect positively on the students'/school image. It will be the expectation that students cheer for their own team, there will be no bantering against opponents, and no cheers against officials. Misbehavior at a contest or other event is subject to the school discipline policy and ejection from that contest.

The following code of conduct is to be in effect for each entire calendar year and is to be followed by all students participating in any co-curricular activity, in any capacity. (Additional team/activity rules may be developed by each individual coach/advisor with the approval of the building principal or his designee.)

**TYPE I OFFENSES:** Possession, use, or purchase of; and/or conspiring to possess, use or purchase any alcoholic beverage, tobacco, drugs, mood altering substances (other than those prescribed by a physician) or look-alike drugs or mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely prohibited. In addition, students shall not be convicted of crimes against any individual or property and/or perform acts which, by their nature, violate the sense of propriety and decency of the community.

Note: A violation of the co-curricular code of conduct may be substantiated by a school employee, law enforcement official, or involved student's parent/guardian.

Note: Violations are cumulative from offense to offense through all four years of high school.

### *FIRST OFFENSE*

The student will be denied participation in 20% of public performances to be served consecutively. There will be a conference regarding the offense within two school days after the principal has gained knowledge of the offense or at the principal's discretion. This conference is to include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the principal. The student and parent(s)/guardian(s) must complete the prescribed assessment program within a time period established by the principal. The student must complete the prescribed follow-up counseling program, and the parent(s)/guardian(s) are encouraged to participate in the entire process to the extent such participation is warranted. The student is also required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program. Failure to participate in and complete the prescribed assessment and counseling programs will result in denied participation in any and all co-curricular public performances until the prescribed programs are completed.

Note: If a student should be a participant in more than one activity in the same season, he/she will be denied participation in 20% of the public performances for each activity in which they are a participant.

Note: If an offense occurs at the end of a season or activity the remaining percentage of public performances in which the student/athlete has to sit out will be carried over into the next sport season or activity. The student may practice and travel with the team or group during this denial of participation.

Note: With the exception of all athletic teams, cheerleading squads, and marching band, the denial of participation in public performances for all other co-curricular activities will be for two weeks beginning the week of the next scheduled public performance.

Note: If the second offense occurs before the first offense penalty has been served or complete, then the second offense penalty takes the place of the first offense penalty.

### *SECOND OFFENSE*

The student will be denied participation in any and all co-curricular activities for one calendar year from the time of the offense. There will be a conference within two school days after the principal has gained knowledge of the offense. This conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the principal.

The one year denial of participation defined above may be reduced to one school semester (90 school days) if the student and his/her parent(s)/guardian(s) agree to participate in and complete



the prescribed assessment and follow-up counseling sessions within the first six month period of time.

### *THIRD OFFENSE*

A conference will be held with the student, his/her parent(s)/guardian(s), the coach/advisor, and the principal within two school days after the principal has gained knowledge of the offense. The student will be denied participation in any and all co-curricular activities in any capacity for the remainder of his/her high school career.

**TYPE II OFFENSES:** Sale or distribution of any alcoholic beverage, drugs, any other mood altering substances or look-alike drugs or other mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely prohibited.

### *FIRST OFFENSE*

The appropriate law enforcement agencies will be notified. A conference will be held within two school days after the principal has gained knowledge of the offense. The conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the principal. The student will be denied participation in any and all co-curricular activities for one calendar year from the date of the offense. The student will forfeit the right to all awards and/or recognition which may have been earned during the activity prior to the offense.

At the end of the one-year denial, the student may be reinstated provided the student and his/her parent(s)/guardian(s) have participated in and completed the prescribed assessment and counseling programs.

### *SECOND OFFENSE*

The appropriate law enforcement agencies will be notified. A conference will be held within two school days after the principal has gained knowledge of the offense. The conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, and the building principal.

The student will be denied participation in any and all co-curricular activities in any capacity for the remainder of his or her high school career.

### Referral for Help

A student or his/her parent(s)/guardian(s) may make a referral for help to a school official, if there is no prior knowledge of an offense involving a law enforcement officer or school personnel, without the code of conduct being placed in effect for the first offense only, provided the student and his/her parent(s)/guardian(s) agree to participate in and complete the prescribed assessment and counseling programs.

### Appeal Process

Appeals may be made within three school days to the Superintendent, who will convene the Appellate Board, as defined in the athletic department handbook, which will review the situation. An appeal of the decision of the Appellate Board may be made to the Superintendent again within three school days.

LEXINGTON LOCAL SCHOOL DISTRICT  
**NOTICE OF INTENDED REMOVAL FROM  
CO-CURRICULAR ACTIVITY**

\_\_\_\_\_  
(Name of Student) (Date)

This notice is to tell you that you may be removed from \_\_\_\_\_. To be removed from \_\_\_\_\_ means you may not participate for \_\_\_\_\_  
\_\_\_\_\_. The reason(s) you may be removed from \_\_\_\_\_  
is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This removal will include all activities such as banquets, awards, etc., which pertain to this co-curricular function. You will have the chance to meet with me at an informal hearing to ask questions, tell me your side of what happened, question my reasons for the removal and explain what you did or what happened.

\_\_\_\_\_  
(Signature of School Official)

I have received a copy of this notice of intended removal from co-curricular activity.

\_\_\_\_\_  
(Signature of Student)

FOR 18 YEAR OLD STUDENTS ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

\_\_\_\_\_  
(Signature of Student)

LEXINGTON LOCAL SCHOOL DISTRICT

**NOTICE OF REMOVAL FROM  
CO-CURRICULAR ACTIVITY**

\_\_\_\_\_  
(Name of Student) \_\_\_\_\_ (Date)

This notice is to tell you that you have been removed from \_\_\_\_\_. To be removed from \_\_\_\_\_ means you may not participate for \_\_\_\_\_  
\_\_\_\_\_. The reason(s) you have been removed from \_\_\_\_\_ is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

This removal includes all activities such as banquets, awards, etc., which pertain to this co-curricular function.

An appeal may be made to the Superintendent within three (3) school days.

\_\_\_\_\_  
(Signature of School Official)

I have received a copy of this notice of removal from co-curricular activity.

\_\_\_\_\_  
(Signature of Student)

**FOR 18 YEAR OLD STUDENTS ONLY:**

I hereby consent to your release of this notice to my parent, guardian or custodian.

\_\_\_\_\_  
(Signature of Student)

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

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

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. When Board vehicles are used for field trips and other school activities, the teacher, coach, advisor, or other employee shall be responsible for student discipline. Disorderly conduct, refusal to submit to the authority of the driver or other employee, or any other violation of the Code of Student Conduct, is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures have been followed.

This policy regarding bus riding privileges shall be posted in a central location in each school building and made available to students upon request.

#### **Procedure**

The Board authorizes the Superintendent, principal, or assistant principal to suspend a student from school bus riding privileges only for a period of up to one school year for a violation of this policy or the Student Code of Conduct. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision shall be final, and the student shall not be entitled to further notice, hearing, or appeal rights.

When discipline problems with individual students arise, the following guidelines apply:

- A. If possible, the driver should resolve the problem.
- B. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, will confer with the principal or assistant principal. Any discipline is imposed by the principal or assistant principal of the school.
- C. Problems which cannot be resolved by measures specified shall be referred to the Superintendent.

<b>BUS CONDUCT REPORT</b>  <b>LEXINGTON LOCAL SCHOOL DISTRICT</b>	STUDENT'S NAME		CLASS-GRADE	DATE OF INCIDENT
	BUS NO.	TRIP NO.	DRIVER'S NAME	
<b>NOTICE TO PARENTS</b>				
1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.				
<b>DRIVER'S REPORT:</b>				
<ul style="list-style-type: none"> <li>• VIOLATION OF SAFETY PROCEDURES</li> <li>• DESTRUCTION OF PROPERTY</li> <li>• FIGHTING - PUSHING - TRIPPING</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• EXCESSIVE MISCHIEF</li> <li>• WRITING</li> <li>• SMOKING</li> </ul>	<ul style="list-style-type: none"> <li>• EATING - DRINKING - LITTERING</li> <li>• RUDE - DISCOURTEOUS - ANNOYING</li> <li>• UNACCEPTABLE LANGUAGE</li> </ul>		
<b>PRELIMINARY ACTION:</b> <ul style="list-style-type: none"> <li>• CHECKED STUDENT'S FOLDER</li> <li>• HELD CONFERENCE WITH STUDENT</li> <li>• CONSULTED COUNSELOR</li> <li>• SENT PREVIOUS REPORT HOME</li> <li>• TELEPHONED PARENT</li> <li>•</li> </ul>	<b>PRESENT ACTION AND RECOMMENDATIONS:</b> <ul style="list-style-type: none"> <li>• STUDENT REGRETS INCIDENT, COOPERATIVE</li> <li>• RECURRING INCIDENTS WILL BE REPORTED</li> <li>• STUDENT DENIED BUS PRIVILEGE UNTIL _____</li> <li>•</li> </ul>			
<ul style="list-style-type: none"> <li>• STUDENT PLACED ON PROBATION</li> <li>• STUDENT SUSPENDED</li> <li>• CASE REFERRED TO: _____</li> </ul>				

\_\_\_\_\_  
**DRIVER'S SIGNATURE**

\_\_\_\_\_  
**ADMINISTRATOR'S SIGNATURE**

\_\_\_\_\_  
**DATE**

LEXINGTON LOCAL SCHOOL DISTRICT  
**NOTICE OF INTENDED SUSPENSION OF  
BUS RIDING/TRANSPORTATION PRIVILEGES**

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
(Date)

This notice is to tell you that you that your bus riding/transportation privileges may be suspended until \_\_\_\_\_ . This means that you will be responsible for your own transportation to and from school and school activities. The reason(s) that your privileges may be suspended is \_\_\_\_\_

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

You will have the chance to meet with me at an informal hearing to ask questions, tell me your side of what happened, question my reasons for the suspension and explain what you did or what happened.

\_\_\_\_\_  
(Signature of School Official)

I have received a copy of this notice of intended suspension of bus riding/transportation privileges.

\_\_\_\_\_  
(Signature of Student)

FOR 18 YEAR OLD STUDENTS ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

\_\_\_\_\_  
(Signature of Student)

LEXINGTON LOCAL SCHOOL DISTRICT  
**NOTICE OF SUSPENSION OF  
BUS RIDING/TRANSPORTATION PRIVILEGES**

\_\_\_\_\_  
(Name of Student) (Date)

This notice is to tell you that your bus riding/transportation privileges have been suspended until \_\_\_\_\_.

The reason(s) for the suspension is \_\_\_\_\_

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

This means that you are responsible for providing your own transportation to and from school and school activities during the period of the suspension.

\_\_\_\_\_  
(Signature of School Official)

I have received a copy of this notice of suspension of bus riding/transportation privileges.

\_\_\_\_\_  
(Signature of Student)

FOR 18 YEAR OLD STUDENTS ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

\_\_\_\_\_  
(Signature of Student)



**DRUG AND ALCOHOL ABUSE (DRUG-FREE SCHOOLS) AND ANABOLIC STEROIDS**

The district shall use funds made available under 20 U.S.C. §7114 to develop and implement comprehensive programs and activities, which are coordinated with other school and community-based services and programs, that shall:

- A. Foster a safe and drug-free learning environment that supports academic achievement;
- B. Be designed to: (1) prevent or reduce violence, the use, possession, and distribution of drugs, and delinquency; and (2) create a well disciplined environment conducive to learning, which includes consultation between teachers, principals, and other school personnel to identify early warning signs of drug use and violence and to provide behavioral interventions as part of classroom management efforts;
- C. Include activities to: (1) promote the involvement of parents in the activity or program; (2) promote coordination with community groups and coalitions and governmental agencies; and (3) distribute information about the district's needs, goals, and programs under this policy;
- D. Be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary schools and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems, among students who attend such schools (including private school students who participate in the drug and violence prevention program) that is based on ongoing local assessment or evaluation activities;
- E. Be based on an established set of performance measures aimed at ensuring that the elementary schools and secondary schools and communities to be served by the program have a safe, orderly, and drug-free learning environment;
- F. Be based on scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use;
- G. Be based on an analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities in the State identified through scientifically based research; and
- H. Include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.

Programs and activities developed and implemented under this policy, which meet the aforementioned requirements, may include the following:

- A. Age appropriate and developmentally based activities that:
  - 1. Address the consequences of violence and the illegal use of drugs, as appropriate;
  - 2. Promote a sense of individual responsibility;
  - 3. Teach students that most people do not illegally use drugs;
  - 4. Teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - 5. Teach students about the dangers of emerging drugs;
  - 6. Engage students in the learning process; and
  - 7. Incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
- B. Activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
- C. Dissemination of drug and violence prevention information to schools and the community.
- D. Professional development and training for, and involvement of, school personnel, pupil services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
- E. Drug and violence prevention activities, which may include the following:
  - 1. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
  - 2. Acquiring and installing metal detectors, electronic locks, surveillance cameras, or other related equipment and technologies.
  - 3. Reporting criminal offenses committed on school property.

4. Developing and implementing comprehensive school security plans or obtaining technical assistance concerning such plans.
5. Supporting safe zones of passage activities that ensure that students travel safely to and from school, which may include bicycle and pedestrian safety programs.
6. The hiring and mandatory training, based on scientific research, of school security personnel (including school resource officers) who interact with students in support of youth drug and violence prevention activities under this part that are implemented in the school.
7. Expanded and improved school-based mental health services related to illegal drug use and violence, including early identification of violence and illegal drug use, assessment, and direct or group counseling services provided to students, parents, families, and school personnel by qualified school-based mental health service providers.
8. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
9. Alternative education programs or services for violent or drug abusing students that reduce the need for suspension or expulsion or that serve students who have been suspended or expelled from the regular educational settings, including programs or services to assist students to make continued progress toward meeting the State academic achievement standards and to reenter the regular education setting.
10. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and use of controlled substances.
11. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and controlled substance use.
12. Drug and violence prevention activities designed to reduce truancy.
13. Age-appropriate, developmentally-based violence prevention and education programs that address victimization associated with prejudice and intolerance, and that include activities designed to help students develop a sense of individual responsibility and respect for the rights of others, and to resolve conflicts without violence.

14. Consistent with the Fourth Amendment to the Constitution of the United States, the testing of a student for controlled substance use or the inspecting of a student's locker for weapons or controlled substances or drug paraphernalia, including at the request of or with the consent of a parent or legal guardian of the student, if the local educational agency elects to so test or inspect.
15. Emergency intervention services following traumatic crisis events, such as a shooting, major accident, or a drug-related incident that have disrupted the learning environment.
16. Establishing or implementing a system for transferring suspension and expulsion records by a school district to any public or private elementary school or secondary school.
17. Developing and implementing character education programs, as a component of drug and violence prevention programs, that take into account the views of parents of the students for whom the program is intended and such students.
18. Establishing and maintaining a school safety hotline.
19. Community service, including community service performed by expelled students, and service-learning projects.
20. Conducting a nationwide background check of each district employee, regardless of when hired, and prospective employees for the purpose of determining whether the employee or prospective employee has been convicted of a crime that bears upon the employee's fitness: (a) to be responsible for the safety or well-being of children; (b) to serve in the particular capacity in which the employee or prospective employee is or will be employed; or (c) to otherwise be employed by the district.
21. Programs to train school personnel to identify warning signs of youth suicide and to create an action plan to help youth at risk of suicide.
22. Programs that respond to the needs of students who are faced with domestic violence or child abuse.

The Superintendent and/or designee shall develop a curriculum for instruction in the harmful effects of and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco for students at each grade level and conduct such in-service training programs for staff members necessary to ensure effective teaching about drugs and assistance to students with drug problems.

The Superintendent shall take such steps as may be necessary to notify all students likely to be affected and their parents, the community, and appropriate law enforcement agencies of the Board policy on the use of drugs.

Anabolic Steroids

The Superintendent or designee shall conspicuously post the following warning in the locker rooms of each of the district's buildings that includes any grade higher than sixth grade:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

A complete list of those compounds which are classified as anabolic steroids is set forth in O.R.C. §3719.41, Schedule III.

LEGAL REFS: O.R.C. §3313.752

Adopted: November 16, 2016

### **COUNTERFEIT OR LOOK-ALIKE DRUGS**

Students are prohibited from possessing, or distributing counterfeit controlled substances.

Counterfeit controlled substance is defined in the following ways:

- A. Any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization;
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it;
- C. Any substance that is represented to be a controlled substance or is a different substance; and
- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Not only will students be disciplined in accordance with Board Policy for violating this Policy, but such conduct will also be reported to law enforcement for prosecution.

A controlled substance is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

### **HAZING**

Hazing activities are prohibited. No administrator, faculty member, or other employee shall encourage, permit, condone, or tolerate hazing. No student shall plan, encourage, or engage in any hazing.

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

All district employees are required to be alert to possible situations, circumstances or events which might include hazing. If an employee discovers that hazing has, will or might occur, the students involved shall be informed that hazing is prohibited and shall be directed not to engage in hazing. All hazing incidents shall be reported immediately to the Superintendent.

This policy shall be distributed to all students and school district employees.

Failure to follow this policy could result in discipline and subject the violator to civil and criminal penalties.

### **STUDENT DRESS CODE**

Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance.

The Board prohibits student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs.

Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

The following specific limitations shall be observed:

- A. No blouses or shirts that expose the midriff, or that have an inappropriate neckline.
- B. Shorts if in good taste may be worn at the discretion of the student. Spandex/bicycle and short-short shorts are not permitted.
- C. Length of shorts, skirts, and dresses will be determined by student's height. Students will need to leave shorts, skirts and dresses long enough to extend past their arm length while standing straight and arms extended toward their knee.
- D. No shirts with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual reference).
- E. No hats or bandanas.



- F. No underwear shirts and sleeveless shirts/blouses (tank tops, halter tops).
- G. No bare feet.
- H. No see-through shirts without an undershirt.
- I. No torn or cut jeans, shirts, and shorts.
- J. No sagging or excessively baggy pants.
- K. No coats worn in classroom.
- L. No flip flops or unsafe shoes.
- M. Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
- N. No visible body piercing, or any facial or tongue piercing will be permitted with the exception of the ears.
- O. No key or wallet chains should be worn by students.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his or her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

High school or middle school students who violate this policy shall be subjected to the following disciplinary actions: Students who do not comply with the dress code will be asked to correct the infraction. The parents of students who are in violation of the dress code will be contacted to assist in correcting the violation. If the offensive clothing is a shirt, the student will be requested to turn the shirt inside out for the remainder of the school day, or change into a suitable shirt supplied by the building principal. If the student should miss any class time because of dress code violations or is sent home to change, his or her absence will be considered unexcused. Repeated violations may result in other student discipline pursuant to the Student Code of Conduct, including but not limited to, detention, suspension, and/or expulsion.

Elementary students failing to comply with the dress code will be dealt with in accordance with these guidelines. If clothing has been deemed unsuitable, students will be asked to change into clothing supplied by the building administrator. If suitable clothing is unavailable, a parent contact may be made which would require the parents to bring appropriate dress code attire to school. Students who habitually violate the elementary dress code guidelines may be subject to after school detention and or suspension pursuant to the Student Code of Conduct.

### **ANTI-GANG POLICY**

A “gang” as defined in this Policy and under O.R.C. §2923.41 means any ongoing formal or informal group of three or more persons which has a common name or one or more common identifying signs, symbols, or colors, which has as one of its primary activities the commission of one or more criminal acts, and whose members individually or collectively engage in or have engaged in a pattern of gang activity. The term “pattern of gang activity” means the commission, the attempt to commit, conspiracy to commit, the intimidation of others to commit, or the solicitation of, two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal gang.

Additionally, determination as to what constitutes gang paraphernalia and gang symbols will be made based upon current definitions of gang paraphernalia and gang symbols established by local law enforcement.

1. No student on or about school property or at any school sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign tattoo (whether permanent or temporary), scar or mark, hair style, or other elements which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.
2. No student on or about school property or at any school sponsored activity shall engage in conduct or use any speech, whether verbal or non-verbal (i.e., gestures, hand signals, handshakes, etc.) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption, or when one knows or has reason to believe that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence.
3. No student, on or about school property or at any school sponsored activity, shall use any speech or commit any act or omission which is disruptive, intimidating, or threatening, including but not limited to, the following gang-related activities:
  - a. Soliciting membership in, or affiliation with, any gang.
  - b. Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
  - c. Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or on the property of others during school sponsored activities.
  - d. Engaging in violence, extortion, or any illegal act or other violation of school policy.

- e. Soliciting any person to engage in physical violence against any student or school employee or visitor (whether during a school sponsored activity or on the way to or from a school sponsored activity) or inciting others to act with physical violence.
  - f. Copying or distributing any gang-related material on school property or at school sponsored activities.
  - g. Marching, congregating, massing together with the intent to disrupt or intimidate, or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence. Such meetings or congregations are contrary to the purpose of the educational institution and will be considered trespassing. Such offense will be prosecuted.
- 4. Any student who is in violation of this Policy shall be suspended and/or recommended for expulsion from school.
  - 5. The parents and students will be held liable for damages and repair costs to buildings and school property which result from the actions of the student who was involved in gang activity.
  - 6. Students will be prosecuted to the fullest extent of the law for any criminal conduct, including, but not limited to, trespassing, vandalism, or assault in violation of this section. Depending on the seriousness of the violation under this paragraph, the intervention program may be used to suspend any part of a school suspension and/or expulsion ordered by the Administration.

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

Student fees and/or fines shall be collected from students or their parents for instructional materials, supplies or services. The Superintendent shall develop and maintain regulations governing the assessment, collection and utilization of student fees and/or fines.

Students are required to pay for all supplementary workbooks, papers, and magazines, which their individual classroom teachers deem necessary in their teaching. Students are required to pay laboratory and shop fees in the courses which require them by the last day of a grading period.

The Board shall not charge a fee to a student who is eligible for a free lunch under the National School Lunch Act, as amended, and the Child Nutrition Act of 1966, as amended, for any materials needed to participate fully in a course of instruction. This does not apply to any materials needed to enable a student to participate fully in co-curricular activities or pupil enrichment programs that are not a course of instruction; or to any tools, equipment, and materials that are necessary for workforce-readiness training within a career-technical education program that, to the extent that the tools, equipment, and materials are not consumed, may be retained by the student upon course completion.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings. All fees and fines must be paid by the last day of school. The Board reserves the right to withhold a report card or credits from any student whose payment of a fine or fee is in arrears, and the Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. Damage to school equipment, textbooks, and other property shall be charged according to the current market value to repair or replace the item. All fines and fees collected will be sent to the Treasurer for deposit in the general fund of the Board.

The District shall not withhold the grades, credits, official transcripts, diploma, IEPs, or 504 plans of a student for nonpayment of fees for materials used in a course of instruction if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child or if the student has been adjudicated an abused, neglected, or dependent child. The Board shall require that the grades, credits, official transcripts, IEPs, or 504 plan of a student described in this paragraph be transferred immediately upon the receipt of either another district's or school's request for those records under O.R.C. §3313.672 or a juvenile judge's order under O.R.C. §2151.272.

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine equal to the replacement cost will be assessed. The Board considers such a fine to be reasonable as it compensates the school for the expense or loss incurred.

Indigent Students

The Superintendent shall establish a method to determine indigent students of families in serious financial need by the use of an application such as the one used in the lunchroom.

**APPLICATION FOR WAIVER OF STUDENT INSTRUCTIONAL MATERIALS FEES**

Under Ohio law, school districts shall not charge a fee to a student who is eligible for a free lunch under the National School Lunch Act, as amended, and the Child Nutrition Act, as amended for any materials needed to participate fully in a course of instruction. 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 your child is currently eligible for a free lunch.**

**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 \_\_\_\_\_

## **INTERROGATIONS AND SEARCHES**

### **Searches of School Property Assigned to a Student**

Students shall have no expectation of privacy in any in-school storage supplied by the Board and in those areas and instances set forth in this policy.

The lockers supplied by the Board and used by the pupils are the property of the Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

No personal lock may be used if the school issues locks or a built-in lock is provided, unless approved by the principal or his/her designee. If a personal lock is used, the student is required to provide the combination and/or key to the building principal or his/her designee.

The Board directs that the following notice be posted in a conspicuous place in each school building that has lockers:

“The lockers supplied in this school and used by the pupils are the property of the Board of Education. Therefore, the pupil lockers are subject to a random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.”

Principals shall conduct a routine inspection of lockers at least annually.

Notwithstanding any other provisions of this policy, the principal of any school or his/her designee may search at any time the locker of any pupil and the contents of any locker of any pupil in the school if the principal reasonably believes that the locker or its contents contains evidence of a violation of a criminal statute or school rule, or if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents of the lockers is reasonably necessary to avert that threat or apparent threat.

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

School authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the nature of the alleged infraction, the objective of the search, and the age and sex of the student. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender in the presence of another staff member of the same gender.



A request for the search of a student or a student's possessions will be directed to the building principal or designee. Unless circumstances do not permit such a search, searches should be conducted in the presence of the student and another staff member.

The principal or designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. A written copy shall immediately be forwarded to the Superintendent. The building principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

### **Searches of Student Property by Police**

A law enforcement agency is generally required to produce a warrant prior to conducting any search of the person or property of a student kept on school premises. However, when the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

### **Use of Canines for Detection of Evidence of Violation of Laws or School District Rules**

Since random searches have a positive impact on reducing drugs, weapons, and other criminal activity in the schools, it is the policy of the Board to permit building administrators to search any locker and its contents as the administrator believes necessary by the use of properly trained canines to detect evidence of the violation of laws or school district rules. Canine detection must be conducted in collaboration with law enforcement authorities, and the canines may be used to sniff lockers, automobiles, other places on school district premises, and students themselves for the presence of such evidence, according to the guidelines set forth below.

#### Lockers, Automobiles, and other Places

Properly trained canines may be used at any time to sniff lockers, automobiles, and other places on school district premises for evidence of the violation of laws or school district rules. If a canine indicates the presence of evidence of the violation of laws or school district rules in a locker, automobile, or other place on school district premises, that locker, automobile, or other place, as well as its contents, may be searched for such evidence. A notice shall be posted in a conspicuous place which states:

“Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.”

### Students

If there is a reasonable basis for suspecting that a particular student has committed, or is committing, a violation of a law or school district rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or school district rules on the student's person, the student may be searched for evidence of the suspected violation. Any such search must be reasonably related to the objectives of the search and must not be excessively intrusive in light of the age and sex of the student, as well as the nature of the suspected violation.

The foregoing policy shall be included in the student handbook that is given to each student and posted in every building.

Before a student will be permitted to use district provided parking facilities, the student will be required to complete a form requesting permission to use the facilities. The form shall also require the student to consent to the search of the automobile with or without reasonable suspicion, as a condition of using the parking facilities.

### **Interrogations by Law Enforcement Agencies**

- A. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or attempted, or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours with or without notifying the parent or guardian.
- B. Interrogations shall be conducted in private. It shall be the responsibility of the law enforcement officer questioning the student to determine whether the student is in police custody, which would require the student to be advised of his/her *Miranda* rights.
- C. If a parent request, or parental contact has not been made, a school official will request to be present when an interrogation takes place within the school.
- D. When the law enforcement agency feels it is necessary to remove a child from school, parental consent should first be obtained or a warrant, court order, or other legal document should be produced, which would give them authority to remove the child without parental consent. If the circumstances make it impossible to make this notification to the parents, the principal or his/her designee should do so.
- E. 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 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.

LEGAL REFS: O.R.C. §3313.20

Revised: \_\_\_\_\_, 2011

### **PUPIL HEALTH AND SAFETY**

Pupil health and safety shall be safeguarded by an organized program of school health services and by the close supervision of students in all school buildings and on all school grounds. The program shall include:

- A. Maintenance of a safe school environment. The building principal shall be responsible for periodically inspecting the physical condition of all buildings and grounds.
- B. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
- C. Reasonable supervision of all classrooms, noon recess, extracurricular and other activities, and other facilities when scheduled for pupil use.
- D. Compliance with all immunization requirements contained in O.R.C. §3313.67.
- E. Compliance with the emergency medical authorization requirements contained in O.R.C. §3313.712.
- F. Development of procedures for emergency situations including fire drills, rapid dismissals, and tornado drills in accordance with O.R.C. §3737.73.
- G. Records of monthly fire drills, rapid dismissals, and tornado drills.
- H. Posting of emergency procedures in classrooms and posting of emergency telephone numbers by each telephone for use by parents, students and school personnel.
- I. Provision of first aid facilities and materials.
- J. Offering safety education to pupils wherever germane to particular subjects such as laboratory courses in science, shop courses, and health and physical education.
- K. Screening procedures to identify pupils with vision and hearing problems and a program of health counseling, referral, and follow-up.

Each principal shall be responsible for the supervision of the safety program for his/her building, and the assistant superintendent shall have overall responsibility for the safety program of the district. Safety rules and regulations pertinent to the above areas, as well as other areas in which student safety requires special attention or precautions, may be developed.

## IMMUNIZATION

No pupil at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen (14) days unless the pupil presents written evidence satisfactory to the district that the pupil has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, mumps, rubeola, rubella, and meningococcal disease.

In addition, no pupil who begins kindergarten at an elementary school shall be permitted to remain in school for more than fourteen (14) days unless the student presents satisfactory written evidence that he/she has been immunized by a Department of Health-approved method or is in the process of being so immunized against hepatitis B and against chicken pox.

Pursuant to O.R.C. §3301.60, if the pupil is a child of a military family who transferred from a public school district in another state (the “sending state”), the district shall permit the pupil to remain in school for thirty (30) days or the time determined under rules established by the Interstate Commission on Educational Opportunity for Military Children to obtain and present written evidence that the pupil has been immunized or is in the process of being so immunized.

“In the process of being so immunized” means the pupil has been immunized against mumps, rubeola, rubella, chicken pox, and meningococcal disease, and if the pupil has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B, the pupil has received at least the first dose of the immunization sequence, and presents written evidence to the pupil’s building principal of each subsequent dose required to obtain immunization at the intervals prescribed by the Director of Health. Any student previously admitted under the “in process of being so immunized” provision and who has not complied with the immunization intervals prescribed by the Director of Health shall be excluded from school on the fifteenth day of the following school year. Any student so excluded, shall be readmitted upon showing evidence to the student’s building principal of progress on the Director of Health’s interval schedule.

### Exceptions

A pupil who has had natural rubeola, mumps, or chicken pox and presents a signed statement from the pupil’s parent, guardian or physician to that effect, is not required to be immunized against rubeola, mumps, or chicken pox.

A pupil who presents a written statement of the pupil’s parent or guardian in which the parent or guardian objects to the immunization for reasons of conscience, including religious convictions, is not required to be immunized.

A pupil whose physician certifies in writing that such immunization against any of the diseases set forth in this policy is medically contraindicated is not required to be immunized against the disease.

The district may deny admission to a pupil otherwise exempted from the chicken pox immunization requirement if the Director of the State Department of Health notifies the school’s principal or Superintendent that a chicken pox epidemic exists in the school district’s population. The denial or

admission shall cease when the director notifies the principal or Superintendent that the epidemic no longer exists.

The Superintendent or designee shall establish methods whereby the academic standing of a pupil who is denied admission during a chicken pox epidemic may be preserved.

LEGAL REFS: O.R.C. §§3301.60; 3313.67; 3313.671

Revised: March 15, 2017

### **STUDENT HEALTH SERVICES AND FIRST AID**

The nurses employed by the Board of Education are members of the school staff. In this capacity, they contribute to the overall educational program of the school. Since all of these functions shall have administrative and medical approval, they shall work closely with central administration, each principal in the individual schools, and with the school doctor. The nurses also work with parents, teachers, administrators, school guidance personnel, doctors, dentists, and other agencies in helping students get appropriate attention for health problems. As a resource person to the teacher, the school nurses help by securing health films, pamphlets, and charts.

First Aid. First aid measures are initiated by the nurses, secretaries, teachers, or principals in case of emergency until the parents can take over. However, this service is limited to comfort and protection of the patient until medical evaluation and recommendation is secured. In emergency cases, the parents shall be notified as soon as possible.

Screen for Vision and Hearing. Each student's vision and hearing will be screened periodically. Students who appear to show defects in hearing or vision may be referred for screening tests at any time during the school year.

Health Histories. Nurses will attempt to compile a health history on each child so that the school gains a better understanding of the child. Parents of all children are encouraged to meet with the nurses or to schedule conferences at mutually satisfactory times.

In cases where a pupil has a health condition, diagnosed by a health department nurse or by any qualified physician as a communicable disease or condition posing a threat to the health of other pupils or employees, the building principal, may, on behalf of the Board of Education, exclude such pupil from school and may require the parent or guardian of the pupil to provide a doctor's statement that the communicable condition no longer exists and that there is no danger to other students, before permitting the pupil to return to school.

The school nurse shall perform all first aid and emergency care. In the event that the school nurse is not available, the chain of responsibility for administration of first aid shall be as follows:

- A. Principal/administrator (or secretary under direction of administrator).
- B. Guidance counselor.
- C. Physical education teacher.
- D. Other properly trained personnel.

If the injury is minor, one of the designated staff members may administer first aid in accordance with the posted instructions. In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible.

First aid shall be administered only as needed to students and employees who are injured or become ill, during school hours. Students who become ill may be excused. Parents shall be contacted for transportation home.

Records are to be kept on all injuries which occur while students are on school property or at school-sponsored or controlled activities.

### **COMMUNICABLE DISEASES**

In cases where a pupil has a health condition, diagnosed by a health department nurse or by any qualified physician as a communicable disease or condition posing a threat to the health of other pupils or employees, an educational assessment team shall be put into place to determine the best educational setting for the student. The team shall consist of:

- A. Child's parents,
- B. Attending physician,
- C. Building principal,
- D. School counselor, and
- E. Central office administrator.

Each case shall be reviewed independently reflecting both the risks and benefits to the infected child and the other persons in the school setting.

Areas of consideration should include behavior, neurological development, physical condition of the child, and expected interaction with others in the school setting.

The team shall determine the appropriate educational setting. If this should include exclusion from school, an alternative educational plan shall be implemented by school officials.

The assessment team shall review the progress of each case on a periodic basis at least once each semester.

The right of privacy shall be of utmost consideration in cases of this nature.

The Lexington Local Schools shall make every effort to educate all students within the district in all pertinent aspects of infectious diseases within the health curriculum.



EXCLUSION GUIDE FOR COMMUNICABLE DISEASES

<b>DISEASE</b>	<b>PERIOD OF EXCLUSION</b>
1. CHICKEN POX	Minimum 10 days without doctor's release – 7 days with doctor's written release
2. HEPATITIS (Infectious)	Hepatitis A – Doctor's written release required
3. IMPETIGO	Until lesions are dry and treatment started
4. MEASLES (3 day) Rubella or German Measles	Until recovery is complete – Minimum 5 days after rash appears
5. MEASLES (9 day) Rubeola	Until recovery is complete – Minimum 10 days after rash appears
6. MONONUCLEOSIS	Return to school on advice of physician
7. MUMPS	Until swelling is gone
8. PEDICULOSIS	Until all lice and nits are gone
9. PINK EYE	24 hours after the start of treatment with antibiotics until no drainage/discharge
10. RING WORM	24 hours after treatment or medication has started
11. SCABIES	Until treated
12. SCARLET FEVER	24 hours after medication is started and temperature is down
13. STREP THROAT	24 hours after medication is started and temperature is down

The foregoing are guidelines, and actual exclusion times are at the discretion of the physician, school nurse, or principal.

### **CONTROL OF HEAD LICE**

Children identified with head lice infestation (pediculosis) will be sent home with the parent. Children with working parents or those children who cannot be sent home will remain in school with restrictions on activities that require close personal contact.

Parents who visit the school to pick up their children will be given information about the treatment and follow-up of head lice from the school nurse or secretary. Those parents unable to pick up their children will be given the same information over the telephone, if possible. The parent will be given a letter of instructions to take home. When this is not possible, the child will be given the information to take home. They will be instructed in:

- A. Treatment methods for head lice and nits; instruction will cover treatment of the child, his/her clothing and other personal articles.
- B. Identification of nits in the child or other family members and contacts and importance of treatment.
- C. Referral to the local health department applying to head lice, (prescriptions, rechecks, etc.).
- D. How to remove nits from the hair shaft, and the importance of this.
- E. Readmission policy:

The child may return to school the morning after treatment. At that time, the child must be free of lice and **BE FREE OF NITS.**

- F. A school nurse or school secretary will be assigned to recheck the child's head the morning he/she returns to school. **If nits are found, the parent will be notified and expected to take the child home immediately.**

### SAMPLE LETTER

Dear Parent:

Your child was examined today and found to have head lice and/or nits. This is a treatable condition that is not associated with any serious medical complications. This letter will acquaint you with the nature of this infestation and what should be done to get rid of it.

Head lice are transmitted through close personal contact with another infested individual. Occasionally, transmission occurs by sharing combs, brushes, and other grooming aids; through sharing hats, caps, wigs, or coats; or through co-mingling of these items at the homes of friends, at school, at church, or other public places. Most parents have the impression that only persons who are unclean become infested with head lice. This is not true! Frequent bathing will neither prevent head lice nor eliminate an infestation once it has become established.

Head lice are elongated insects about this (--) long and are greyish white with dark margins. LICE DO NOT JUMP, FLY, OR STAY ALIVE FOR LONG PERIODS OFF THE HUMAN HEAD. They do move very quickly once on the head and are difficult to find.

Because head lice are good at hiding in the hair, an infestation is only diagnosed by finding nits. A nit is a louse egg. Nits are teardrop-shaped, about the size of a typewritten comma, and vary from yellowish-brown to white. Head lice attach each nit to a hair shaft with a waterproof, cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that may look like nits to the naked eye. Clusters of nits may be found in any section of hair, but when there are only a few lice present, a careful examination of the hair and entire scalp may be necessary to detect them.

It is necessary to treat the infested individual and his contacts, including family members, if found to be infested. Personal articles that the child and any infested contacts have worn or used within the past two days should be cleaned. The following treatment procedure should be carried out before your child returns to school:

1. Obtain head louse shampoo from your pharmacy. Several medicated shampoos (pediculicides) are available for head lice: A-200 Pyrinate, Kwell, Prioderm, RID, XXX, etc. Only Kwell and Prioderm require a prescription. Prescriptions can be obtained from your private physician, or at the health department.
2. Apply shampoo according to the manufacturer's instructions, or according to the instructions you received from your physician or health department. DO NOT OVERTREAT!
3. Have your child put on clean clothing after the treatment.

4. Manually remove all nits from the child's hair. This is time consuming but important as your child will not be allowed to attend school until this is done.
5. Repeat treatment with the pediculicides in 7-10 days because not all nits die with the first treatment and some may have been missed in the manual removal process.

Since heat kills lice and their eggs, many personal articles can be disinfested by machine washing in HOT water and/or drying using the HOT cycle of the dryer. Both eggs and adults are killed in 5 minutes at 125 degrees. Home hot water heaters keep water at about this temperature when the heat selector is set on medium or high. Drying clothes on the high heat setting for 20 minutes will also accomplish this disinfestation.

Personal articles of clothing or bedding that cannot be washed or dried may be dry-cleaned or simply placed in a plastic bag and sealed for 10 days. Combs, brushes, and similar items can be disinfested by soaking them in one of the pediculicide shampoos or by soaking them for 5-10 minutes in a pan of water heated on the stove to about 150 degrees

Carpets, furniture, etc., do not require special treatment as lice live only a short time away from the head. Simple vacuuming is sufficient treatment of these articles. USE OF INSECTICIDES, OR FUMIGATION IS NOT NECESSARY!

Parents of your child's closest friends must be notified that their child may also be infested. This is particularly important if the children have slept together or participated in activities involving frequent body contact, such as wrestling, ballet classes, football, etc. If the friend becomes infested while playing with your child and is not treated, your child may become reinfested from his friends. TREATMENT DOES NOT PREVENT REINFESTATION.

Please bring your child to school the morning following treatment, provided all nits are removed. Do not send your child on the school bus! The school nurse or a trained school employee will examine your child's hair and scalp at that time. Should any nits be found, you will need to take your child home.

Thank you for your assistance in this matter.

School Nurse

Principal

### **ADMINISTERING MEDICATION TO STUDENTS**

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

- A. The school nurse, building principal, or principal's designee shall be authorized, when acting in situations other than those governed by O.R.C. §§2305.23, 2305.231, and 3313.712, to administer to a student a drug prescribed by a prescriber for the student in accordance with this Policy. Only Board employees who are licensed health professionals or have completed an appropriate drug administration training program conducted by a health professional may administer a prescribed drug to a student. However, except as otherwise required by federal law, no employee of this Board of Education shall use the following procedures to administer drugs to a student:
  1. Injection.
  2. Catherization.
  3. Any other special procedures.
  
- B. The building principal or other person designated by the building principal will supervise the secure and proper storage and dispensation of medications. However, nothing in this Policy shall be construed to require a person employed by this Board of Education to administer a drug to a student if such person objects, on the basis of religious convictions, to administering the drug.
  
- C. No drug prescribed for a student shall be administered pursuant to this Policy or federal law, which includes but is not limited to the Individuals with Disabilities Education Act, until the following occur:
  1. The school nurse, principal, or other person(s) designated by the building principal receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
  2. The school nurse, principal, or other person(s) designated by the building principal receives a written statement, signed by the prescriber of the drug, that includes all of the following information:
    - a. The name and address of the student;
    - b. The school and class in which the student is enrolled;
    - c. The name of the drug and the dosage to be administered;

- d. The time or intervals at which each dosage of the drug is to be administered;
  - e. The date the administration of the drug is to begin;
  - f. The date the administration of the drug is to cease;
  - g. Any severe adverse reactions that should be reported to the prescriber and one or more telephone numbers at which the prescriber can be reached in an emergency;
  - h. Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber of the drug to the school nurse or other person(s) designated by the principal if any of the information previously provided by the prescriber pursuant to division (C)(2) of this Policy changes.
  4. The school nurse, building principal, or other person(s) designated by the principal receives a copy of the statements required by division (C)(1) and (2) of this Policy; and
  5. The drug is received by the school nurse, building principal, or other designated person(s) authorized to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. The parent is required to bring all medication to school.
  6. Any other procedures required by the Board of Education are followed.
- D. If a drug prescribed is administered to a student, the school nurse, principal, or other person(s) designated by the principal shall acquire and retain copies of the written requests required by division (C)(1) and the statements required by division (C)(2) and (3) of this Policy and shall ensure that by the next school day following the receipt of any such statement a copy is given to the person authorized to administer drugs to the student for whom the statement has been received and the original is kept on file in the building where the student attends school.
- E. The building principal or other person designated by the principal shall establish a location in each school building for the storage of drugs to be administered under this Policy. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

- F. No person who has been authorized by the Board of Education to administer a drug in accordance with this Policy and who has a copy of the most recent statement required by division (C)(2) or (3) of this Policy given to him in accordance with division (D) of this Policy prior to administering the drug is liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
- G. This Policy may be changed, modified, or revised by action of the Board of Education.
- H. Nothing in this Policy affects the application of O.R.C. §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
- I. All dental disease prevention programs sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health, are exempt from all requirements of this Policy. This Policy adopted by the Board of Education does not apply to or otherwise regulate the conduct of such dental disease programs sponsored by the Ohio Department of Health.
- J. In an emergency situation, such as severe bee sting allergy, those individuals authorized and in-serviced to administer drugs shall administer the appropriate medication in accordance with the written instructions on file.
- K. Other oral medication, such as aspirin, will not be administered to children under any circumstances by school personnel.
- L. The school district retains the discretion to reject requests for administration of medication.
- M. A copy of this Policy may be provided to parents upon their request for administration of medication in the schools.
- N. In the case of over the counter drugs, the same procedures as outlined in the above policy are to be followed with the exception of those procedures referring to the prescriber's permission and procedures. In the case of over the counter drugs, the parent is responsible for complying with all procedures in lieu of the prescriber and assumes liability for the above. Written authorization or instruction from a health care provider is not required to apply nonprescription topical ointments designed to prevent sunburn, or for a student to self-apply same, on school property or at a school-sponsored event. The school nurse shall apply sunscreen to a student upon request.

For purposes of this Policy, the term “prescriber” includes only the following:

- A dentist licensed under O.R.C. Chapter 4715;
- A clinical nurse specialist, certified nurse-midwife, or certified nurse practitioner who holds a certificate to prescribe issued under O.R.C. §4723.48;
- An optometrist licensed under O.R.C. Chapter 4725 to practice optometry under a therapeutic pharmaceutical agents certificate; or
- A physician authorized under O.R.C. Chapter 4731 to practice medicine and surgery, osteopathic medicine and surgery, or podiatry.

LEGAL REFS: O.R.C. §3313.713

Revised: September 20, 2017



LEXINGTON LOCAL SCHOOL DISTRICT

REQUEST TO PERMIT ADMINISTRATION OF MEDICATION AT SCHOOL

Before a student shall be permitted the use of medication, whether that medication is prescription or nonprescription, this form must be completed in its entirety and placed on file in the school office.

**A separate form must be completed for each new medication.**

Medication must be stored and distributed according to established building procedures and all medication must be sent to school in its original package.

**Section I (To be completed and signed by the prescriber)**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

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

\_\_\_\_\_

Medication: \_\_\_\_\_ Times to be administered: \_\_\_\_\_

Dosage to be given per administration: \_\_\_\_\_

Specific instructions for administering said medication: \_\_\_\_\_

Possible side effects to watch for and actions to be taken, if any: \_\_\_\_\_

Date to begin medication: \_\_\_\_\_ Date to end medication: \_\_\_\_\_

I hereby certify that the above named student is under my care and request that the medication listed be administered in the manner and time frame described.

\_\_\_\_\_  
(Prescriber Name)                      (Prescriber Signature)                      Date                      Phone

**Section II (To be completed by parent or guardian)**

Phone number at which parent or guardian can be reached in case of emergency: \_\_\_\_\_

Person(s) to be contacted in case of emergency when parent or guardian cannot be reached:

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

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

I request that school personnel honor the instructions of my child's prescriber, in that my child is permitted to receive the medication listed above in the manner and time frame as explained on this form.

I acknowledge by signing this form that school district personnel are under no obligation to render assistance in administering medication and release all school employees and the Board of Education from liability for damages or injury resulting from either performing or not performing the assistance requested.

I also understand that it is my responsibility to provide all necessary medication and supplies, and that any changes in instructions must be received in writing from the prescriber.

\_\_\_\_\_  
(Parent or Guardian Printed or Typed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent or Guardian Signature)

### **ASTHMA MEDICATION**

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

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

### Immunity from Tort Liability

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

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

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

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

### Procurement of Inhalers by Board

As used in this policy, "inhaler" means a device that delivers medication to alleviate asthmatic symptoms, is manufactured in the form of a metered dose inhaler or dry powdered inhaler, and may include a spacer, holding chamber, or other device that attaches to the inhaler and is used to improve the delivery of the medication.

The Board may procure inhalers for each of its schools to have on the school premises for use in emergency situations. The Board shall, at all times, have at least two (2) inhalers at each of its school buildings.

### Prescriber-Issued Protocol:

The Superintendent shall obtain a prescriber-issued protocol that includes definitive orders for inhalers, including the dosage of medication to be administered through them, the number of times that each inhaler may be used before disposal, and the methods of disposal.

District Protocol:

1. Inhalers shall be stored at the following location in each school building \_\_\_\_\_.
2. Inhalers shall be kept in the carrying tube they come in, tightly closed, at room temperature and away from light, extreme temperatures and moisture. Inhalers must be replaced when the expiration date on the device or device packaging has passed. An inhaler must be disposed of if used or tampered with.
3. In addition to school nurses and athletic trainers, Board employees who have received training in accordance with this policy may access and use an inhaler to provide a dosage of medication to an individual in an emergency situation.
4. The District's nurse or another licensed healthcare provider, as determined by the Superintendent, shall provide inhaler use training to Board employees in accordance with this policy. Such training shall include lessons on proper storage, procurement, and use of an inhaler. Such training must be completed before an employee is authorized to access and use an inhaler.
5. A school nurse, athletic trainer, or other employee authorized to access and use an inhaler may use such device if an individual exhibits asthmatic symptoms, or in other emergency situations where use is medically necessary.
6. Assistance from an emergency medical provider must be requested immediately after an inhaler is used.
7. A dosage of medication may be administered through an inhaler in an emergency situation to students, Board employees or contractors, and school visitors.

Liability

The District, a member of the Board, or a District or school employee or contractor is not liable in damages in a civil action for injury, death, or loss to person or property that allegedly arises from an act or omission associated with procuring, maintaining, accessing, or using an inhaler under this Board policy, unless the act or omission constitutes willful or wanton misconduct. This limitation of liability does not limit, or reduce any other immunity or defense that the District, a member of the Board, or District or school employee or contractor may be entitled to under Chapter 2744 of the Ohio Revised Code, or any other provision of the Revised Code or under the common law of this state.

The Board may accept donations of inhalers from a wholesale distributor of dangerous drugs or a manufacturer of dangerous drugs, as defined in O.R.C. §4729.01, and may accept donations of money from any person to purchase inhalers.

The Board shall report to the Ohio Department of Education each procurement and occurrence in which an inhaler is used from a school's supply of inhalers.

LEGAL REFS: O.R.C. §3313.716

Adopted: March 15, 2017

## LEXINGTON LOCAL SCHOOL DISTRICT

### AUTHORIZATION FOR THE POSSESSION AND USE OF ASTHMA INHALERS

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Authorization is hereby given for the student named above to:

- receive the prescribed medication indicated from the designated school personnel
- self-administer the prescribed medication as permitted by law.

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

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

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

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

Adverse reactions that should be reported to the physician: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Physician and parent/guardian names, signature, and emergency phone numbers are required.**

Physician name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Parent/guardian Name: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Other) \_\_\_\_\_

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

Copies must be provided to principal and to the school nurse if one is assigned to the student's building.



### **USE OF TOBACCO**

No pupil shall smoke or use tobacco or possess any substance containing tobacco in any area under the control of the school board or at any activity supervised by any school operated by the Board.

Smoke means to burn any substance containing tobacco, including a lighted cigarette, cigar, or pipe, or to burn a clove cigarette.

Use of tobacco shall mean all uses of tobacco, including chewing or maintaining any substance containing tobacco, including smokeless tobacco in the mouth; or using or possessing any other matter or substances that contain tobacco.

Violation of this policy may result in discipline pursuant to the Code of Student Conduct.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board of Education will provide to parents or guardians of all students enrolled in the district's schools an Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the district will adhere to the instructions on the authorization form.

When the form is returned, it shall be kept on file and will be sent to any district to which a student is transferred. Upon request of a parent, the district may permit the parent to make changes to the previously filed form or to file a new form.

If a parent does not wish to give such written permission, the parent shall indicate on the form the procedure the school is to follow in the event of a medical emergency involving the parent's child.

Any time a student or a group of students is taken out of the district to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students.

### **NOTIFICATION OF SUSPECTED CHILD ABUSE OR NEGLECT**

The Ohio General Assembly has granted legal immunity for those persons reporting suspected cases of child abuse. Such persons must immediately report any and all suspected cases of child abuse.

- A. Employees of the Board of Education who are acting in an official or professional capacity who know or have reasonable cause to suspect based on the facts that would cause a reasonable person in a similar position to suspect that a child less than eighteen (18) years of age or any developmentally disabled, or physically impaired child under twenty-one (21) years of age has suffered or faces the threat of suffering a physical or mental wound, injury, disability or condition of such a nature as to reasonably indicate abuse or neglect of such child shall immediately report the knowledge or reasonable cause to suspect to the agency or officer responsible for children services functions in the county in which the child resides. Such reports shall be made forthwith by telephone or in person and shall be followed by a written report, if requested. Such report shall contain:
1. The name and address of the child and his parents or person or persons having custody of such child, if known;
  2. The child's age and the nature and extent of the child's injuries, abuse or neglect, that is known or reasonably suspected or believed, as applicable, to exist, including any evidence of previous injuries, abuse or neglect;
  3. Any other information which might be helpful in establishing the cause of the injury, abuse or neglect that is known or reasonably suspected or believed as applicable, to have occurred or of the threat of injury, abuse or neglect that is known or reasonably suspected or believed, as applicable, to exist;
  4. A copy of the above-listed report items shall be forwarded to the Superintendent and building principal.
- B. The building principal shall be notified immediately of any suspected child abuse or neglect. The building principal or designee will assist in the notification of proper authorities, the preparation of the written report, if required, and such other matters as may be necessary.
- C. Anyone or any hospital, institution, school, health department or agency participating in the making of such reports, or anyone participating in a judicial proceeding resulting from such report shall be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such actions.

Each person employed by the Board to work as a nurse, teacher, counselor, school psychologist or administrator shall complete at least four (4) hours of in-service training in the prevention of child abuse, violence, and substance abuse; the promotion of positive youth development; and school safety and violence prevention, including human trafficking content, within two (2) years of commencing

employment with the school district and every five (5) years thereafter. The in-service training shall incorporate training on the Board Policy on Harassment, Intimidation, and Bullying.

In the course of conducting child abuse investigations and in the absence of a court order or subpoena directing otherwise, a school district administrator shall be present for any interviews conducted by county children services officials and/or municipal or county peace officers while under the supervision of the school.

### Sexual Grooming

Sexual grooming is the process of cultivating trust with a victim and gradually introducing sexual behaviors until reaching the point where it is possible to perpetrate a sex crime against the victim. Sexual grooming erodes a victim's boundaries to physical touch and desensitizes him/her to sexual matters and sexual conduct. Sexual grooming can also occur through telephonic and online means. Offenders may use information gained from social networking sites to build rapport, assess the potential risks in targeting a specific child, and to communicate with and progressively groom their victim.

The Board believes that sexual grooming constitutes a threat of a physical or mental wound, injury, disability or condition of such a nature as to reasonably indicate abuse or neglect of the subject child. Therefore, employees of the Board who know or have reasonable cause to suspect based on the facts that would cause a reasonable person in a similar position to suspect that a fellow employee, or another adult is engaged in the process of sexually grooming a student must immediately report such behavior to the agency or officer responsible for children services functions in the county in which the child resides, and to the relevant building principal.

LEGAL REFS: O.R.C. §§ 2151.421; 3319.073

Revised: March 21, 2018

LEXINGTON LOCAL SCHOOL DISTRICT  
 103 CLEVER LANE  
 LEXINGTON, OHIO 44904-1209

**CONFIDENTIAL SCHOOL REPORT OF ALLEGED CHILD ABUSE AND NEGLECT**

Name of Child (Last, First, Middle)			Name of Mother		
Street Address			Name of Father		
City, State, and Zip Code			Street Address of Parents (if different, include city, state and zip code)		
Grade	Age	Date of Birth			
Adult With Whom Child Resides					

List names of other children living in the home.

Name of Child	Age	Grade

Indicate reason for report. List observations, previous injuries and any statements. (Use reverse side if necessary)

--

Indicate any additional information from other professionals or relatives who have knowledge of family circumstances, directions to home, etc. (use reverse side if necessary)

--

Date of Oral Report	Received By	Reporter
---------------------	-------------	----------

Signature of Official Completing Form	Date	Telephone Number	Title
---------------------------------------	------	------------------	-------

### **FIRE AND TORNADO WARNING DRILLS**

Fire, tornado, and school safety drills shall be held in accordance with O.R.C. §3737.73.

Order and speed shall be stressed.

Definite instructions shall be posted in each room as to the route and manner of exit.

Fire drills and tornado warnings can be held without warning.

All employees shall be instructed on the use and location of all extinguisher and fire alarms within the building and the conduct of school safety drills.

Principals and custodians shall cooperate with the local fire chief in keeping the building free from fire hazards.

Employees should be instructed as to how to give the warning and operate the fire alarm system in case of fire. As soon as the alarm has been set, pupils and staff should immediately evacuate the building in accordance with the posted directions and regulations.

Principals shall conduct drills or rapid dismissals at least six times during the school year, which shall be at the times and frequency prescribed in rules adopted by the fire marshal. Principals shall instruct students in safety precautions to be taken in case of a tornado alert or warning. Principals shall designate, in accordance with standards prescribed by the fire marshal, appropriate locations to be used to shelter students in case of a tornado, tornado alert, or warning.

Principals shall conduct school safety drills at least three times during the school year to provide students with instruction in the procedures to follow in situations where students must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordnance, as defined in O.R.C. §2923.11, on school property; or other act of violence. At least one safety drill shall include a scenario where students must be secured in the school building rather than rapidly evacuated.

Each safety drill shall be conducted in conjunction with the police chief or other similar chief law enforcement officer, or designee, of the municipal corporation, township, or township or joint police district in which the school or institution is located, or, in absence of any such person, the county sheriff of the county, or designee, in which the school is located.

In addition to the three safety drills described herein, principals shall conduct a theoretical school safety drill at least once during the school year to provide all faculty and staff employed by the school with instruction in the procedures to follow in such situations. The theoretical drill does not need to include student participation and may be conducted at the annual training session.

Principals shall provide to the police chief or other similar chief law enforcement officer of the municipal corporation, township, or township or joint police district in which their school is located, or, in absence of any such person, the county sheriff of the county in which the school is located, advance written notice of each required school safety drill and shall keep a written record of the date and time of each drill conducted. The advance notice shall be provided not later than seventy-two (72) hours prior to the date the drill will be conducted and shall include the date and time the drill will be conducted and the address of the school. The notice shall be provided by mail, facsimile, or electronic submission.

Not later than the fifth day of December each year, principals shall provide written certification by mail, facsimile, or electronic submission of the date and time each required school safety drill was conducted during the previous school year, as well as the date and time each drill will be conducted during the current school year, to the police chief or other similar chief law enforcement officer of the municipal corporation, township, or township or joint police district in which the school is located, or, in the absence of any such person, the county sheriff of the county in which the school is located.

Principals shall hold annual training sessions for employees of the school or institution regarding the conduct of school safety drills.

Principals shall conduct at least one drill or rapid dismissal or one school safety drill during each month of the school year. However, principals may determine the exact date and time that each drill will be conducted. A drill or rapid dismissal may be conducted during the same month as a school safety drill.

LEGAL REFS: O.R.C. §3737.73

Adopted: March 18, 2015

### **EQUAL ACCESS**

While it is not the intent or purpose of the Board of Education to establish religion or promote or endorse any philosophical, political, or other cause, the Board shall not deny equal access or a fair opportunity, or discriminate against, any students of the Lexington Local School District who wish to conduct a meeting within the school buildings of this district on the basis of the religious, political, philosophical, or other content of the speech at such meeting, provided that the following conditions apply:

- A. The meeting is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the Board or its agents or employees;
- C. Employees or agents of the Board are present at religious meetings only in a nonparticipatory capacity;
- D. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

Such student groups shall comply with Board policy governing the use of buildings, and any request to use a school facility may be denied if it is determined that the meeting may materially and substantially interfere with the orderly conduct of educational activities within the school. To this end, groups which encourage or promote criminal or delinquent behavior, bigotry, or racism will not be permitted to meet on school premises.



### **STUDENT FUND RAISING**

For all fund-raising activities occurring on district premises or at a district-sponsored event, or involving students or district employees, the following conditions shall be met:

- A. All fund-raising activities shall be approved in advance by the Superintendent or his/her designee.
- B. Student participation in fund-raising activities shall be voluntary and shall be approved by the Superintendent or his/her designee. Moreover, students may participate in fund-raising activities occurring off of district premises only with written permission from their parents.
- C. Instructional time shall not be used to organize or conduct a fund-raising activity. Likewise, fund-raising activities shall not interfere with any co-curricular or extra-curricular activity.
- D. Fund-raising activities which require students to provide a service or physically exert themselves shall be supervised at all times by a district employee.
- E. All merchandise contracts shall be reviewed by the Superintendent or his/her designee prior to execution. It is recommended that said contracts shall be based on existing cash fund balances and specify that any merchandise which is unsold and is resalable may be returned for full credit.
- F. Any student or district employee collecting receipts or receiving a contribution, gift, or bequest shall deposit such money or item with the Treasurer within 24 hours of receipt.
- G. The district advisor, coach, or supervisor for the fund-raising activity shall prepare records of the activity including amount of merchandise received, sold, and returned; receipts for merchandise; merchandise contracts; names and contact information of individuals and organizations involved with the activity; and any other relevant information. The original records shall be provided to the Treasurer for maintenance in accordance with the district records retention schedule; one copy of the records shall be maintained for the benefit of the student group or activity.
- H. The Superintendent may make exceptions to this Policy based upon the particular needs of a fund raising activity or student activity group.

## **SCHOOL AND NON-SCHOOL SPONSORED EXPRESSION**

### **School-Sponsored Student Publications and Productions**

The Board encourages student publications as a classroom-related learning experience in such courses as English, journalism, and video production and as an extracurricular activity. Such publications allow for coverage of student activities and the writing and producing of original literary and artistic projects; however, certain necessary guidelines must be established to regulate the publication and dissemination of student publications, performance of student productions, and broadcast of student video productions.

For purposes of this policy, “publications” shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books or other like materials. “Productions” shall include theatrical performances as well as impromptu dramatic presentations.

School publications/productions afford educational experiences for those students interested in these activities and should provide opportunities for the sincere expression of all facets of student opinion. In sponsoring a student publication, the Board is mindful of the fact that the publication could be available to any student attending this school district, and must, therefore, be generally suitable for all students. Materials which violate or may violate the rights of others may not be published. Adherence to copyright restrictions is required in all school sponsored publications. The school paper and video productions may reflect the policy and judgment of the student editors, consistent with the guidelines set forth below.

The Board reserves the right to designate and prohibit the distribution of printed materials which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials include, but are not limited to those which:

- A. Are discriminating or harassing toward an individual or group of individuals on the basis of race, sex, age, ethnicity, nationality, origin, disability, or other protected group under Board Policy;
- B. Are false and/or libelous toward any specific person or persons;
- C. Seek to establish the supremacy of a particular religious denomination, sect or point of view over any other religious denomination, sect or point of view;
- D. Advocate the use or advertise the availability of drugs, alcohol, or any other substance or which may reasonably be believed to constitute a direct or substantial danger to the health of students;

- E. Contain material that is obscene to minors as defined in Board Policy, or otherwise may be deemed to be harmful to impressionable students who may receive them;
- F. Incite violence, advocate the use of force or urge the violation of law or school regulations;
- G. Threaten a material and substantial disruption of the educational program of the school;
- H. Are obscene, indecent, vulgar, or constitute insulting or fighting words;
- I. Advertise goods or services for the benefit of profit making organizations;
- J. Fail to identify the student or organization responsible for the distribution;
- K. Solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board;
- L. Associate the district with any position other than neutrality on a matter of political or social controversy; or
- M. Fail to meet generally accepted standards of style, grammar, format, and suitability of materials.

School-sponsored publications may be distributed during selected class periods and/or in the cafeteria during lunch periods by students specifically assigned by the advisor of the school-sponsored publication for that purpose.

Advertising is permitted with the permission of the advisor in school newspapers, yearbooks, programs, etc. which are published by student organizations.

Faculty advisors shall advise on matters of style, grammar, format and suitability of materials. The final decision as to the suitability of material shall rest with the principal after consultation with the student editor and faculty advisor. If no advisor is assigned, the decision will be made by the principal or his/her designee. The decision shall be made within five (5) school days after presentation of the material to the principal. The principal's decision may be appealed to the Superintendent within five (5) school days. The Superintendent shall reach a decision in five (5) school days.

### Non School-Sponsored Student Expression

The Board of Education recognizes that each student has certain constitutional rights to various forms of expression while attending the schools. It is further recognized by the Board of Education that with rights of expression there are accompanying responsibilities.

#### A. Verbal Expression

In expressing themselves, students bear the responsibility to refrain from the use of false or slanderous remarks, obscene, indecent or vulgar language, and to comport themselves in such ways as to allow all persons involved in discussion groups the opportunity to express themselves freely if they so desire. The use of insulting or fighting words, the very expression of which harasses other people through (1) threats of violence, or (2) defamation of character or a person's race, ethnic origin, or other protected characteristic is prohibited.

Students who refuse to abide by the broad social rules governing fundamental fairness in human dialogue may forfeit their right to engage in such dialogue as long as such refusal persists. Students who engage in outright slander, obscenity, or any other prohibited means of expression during such dialogue, or who otherwise materially and substantially disrupt the education process or infringe upon the rights of others, may subject themselves to appropriate disciplinary action.

Students as well as staff members have the right to be protected from belittling and demeaning comments and names. Students or staff members who believe they have been so offended should report the circumstances to an administrator.

#### B. Written Expression

Students have the right to distribute or display, at reasonable times and places, written material except expression which:

1. Is obscene to minors;
2. Is false and/or libelous;
3. Is pervasively indecent or vulgar;
4. Advertises any product or service not permitted to minors by law;

5. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, ethnic origin, or other protected group);
6. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act; or,
7. Is otherwise prohibited by state or federal law.

Distribution or display of written material in any of the above categories is prohibited on school premises, on any property owned or controlled by the Board, or at any school-related event.

Obscene to minors is defined as:

1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
2. The written material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors; or,
3. The written material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

#### Manner of Distribution

Distribution of non school-sponsored materials will be restricted in time and manner of distribution so as not to interfere with normal school operations.

Any student wishing to distribute or display any written material must first submit for approval a copy of the written material to the principal at least five (5) school days in advance of the desired distribution/display time, together with the following information:

1. The name of the student or organization distributing or displaying the material;
2. The date(s) of intended display or distribution; and,
3. The grade(s) of students whom the display or distribution is intended.

The principal will either approve the written material and allow its distribution or display within the time, place, and manner restrictions listed below, or deny it and indicate how it violates the guidelines listed above. If permission to distribute or display the written material is denied, the student shall have the opportunity to make necessary revisions and/or deletions to bring the material into compliance with Board policy.

Permission to distribute or display written material does not imply approval of its contents by either the school, the administration of the school, or the Board, and the student may be required to include a disclaimer of school and Board approval or endorsement of the written material.

If the student is dissatisfied with the decision of the principal, s/he may submit a written request for appeal to the Superintendent. The Superintendent will render a decision within five (5) school days. However, additional time may be needed depending on the nature of the material.

The student submitting the appeal shall have the right to appear and present the reasons, as to why distribution/display of the written material is appropriate.

#### Time, Place, and Manner of Distribution or Display of Approved Materials

The distribution or display of any written material shall be limited to a reasonable time, place, and manner as follows:

1. No written material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity or other activities;
2. No written material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school;
3. Students will be allowed to distribute written material, including petitions, at a table set up in the school cafeteria during the lunch period of the person requesting to distribute or display the material. Such materials must identify their author and the student displaying or distributing the material. Exceptions to this restriction will only be given in limited circumstances as deemed appropriate by the Superintendent; and,
4. The student or organization distributing or displaying the written material shall be responsible for all cleanup of such material, including removal of posters and banners, and cleanup of litter.

Disciplinary Action

Distribution or display by any student of non-approved, non school-sponsored written material prohibited by these guidelines will be halted, and such materials will be confiscated.

When in the judgment of the school administration a student has violated this policy, the school officials may use the proper due process procedures for appropriate consequences.

Any other party violating this guideline may be requested to leave the school property immediately and, if necessary, the police will be called.

## TRANSPORTATION

Transportation between home area and school will be provided for each resident child attending a State-approved, nonpublic school in accordance with O.R.C. §3327.01. Transportation for students experiencing homelessness will be provided in accordance with the McKinney-Vento Act, 42 U.S.C. §11431 et seq.

### General Provisions

- A. All provisions of law, State Department of Education regulations, and local Board of Education regulations pertaining to transportation shall be in effect and shall be applied uniformly to all resident pupils.
- B. All determination of distances shall be made by authorized Board of Education personnel, and such determination shall govern the application of these policies.
- C. All determinations of distance shall be by the closest dedicated route and shall be to the edge of the school lot line from the edge of the home lot line.
- D. The supervision of pupils while riding the bus is the direct responsibility of the driver. Transportation will be denied to pupils whose conduct is such as to disturb good order and discipline. Such pupils will be referred to the appropriate principal for such other discipline as may be deemed necessary. The safety of all the pupils must be the primary concern in such instances.
- E. No ineligible pupil may be transported at any time without specific authorization from the Office of the Superintendent of Schools, or his/her designee. There is no provision in law for the transportation of ineligible pupils with or without payment of fees.
- F. All exceptions will be granted for a period of one year only and will be reviewed on an annual basis.
- G. Exceptions granted by the administration will be documented in writing, including rationale for exceptions, to the Board of Education for informational purposes only.
- H. All students must ride their regularly scheduled bus to and from school unless they have a written request from their parent or legal guardian describing an emergency or unusual situation. This note must be presented to the building principal on the morning of the request.
- I. No student can be transported outside of the attendance area for his/her school. In an emergency situation, the student can be transported to another location in the attendance area. The student will be dropped off at the established stop closest to the location that is desired.



### School Bus Transportation Program

In accordance with the standards prescribed by the Ohio Department of Education, the Board of Education shall present a school bus riding program to all students in Kindergarten through third grade who are offered bus transportation. Students in Kindergarten through third grade that transfer into the school system will also be provided bus safety instruction. The program shall consist of instruction in bus rider behavior, school bus safety, and the potential problems and hazards associated with school bus ridership.

### Students Experiencing Homelessness

- A. Transportation shall be provided homeless children and youth to and from the child's school of origin, if requested by the child's parent or guardian or the liaison on behalf of an unaccompanied youth.
- B. For transportation other than to the school of origin, transportation services shall be provided homeless children and youth that are comparable to services offered to other students.
- C. The district shall work to eliminate transportation issues that act as barriers to the enrollment of homeless children.

### **SCHOOL BUS EMERGENCY AND EVACUATION PROCEDURES**

The safety of students is a primary concern of the Board of Education. This policy is intended to address safety issues and emergency procedures relating to the transportation of students.

A. Medical Emergency Procedures:

In the event of an emergency requiring medical attention to a student that might result in the need for EMS services on a school bus the following procedure shall be used:

1. Stop the bus in a safe area and turn on the hazard lights.
2. Contact the bus garage and state the nature of the emergency. The bus garage will call 911.
  - a. If contact is not successful, use one of the following procedures:
    - (1) Proceed to the nearest available telephone and call 911 and then contact the bus garage or the Administration office.
    - (2) Send two students to the nearest house with the prepared emergency slip.
    - (3) Flag down an oncoming motorist and give them the prepared emergency slip.
  - b. Student's age, bus location, and the nature of the emergency, may necessitate decisions and/or adjustment by the driver regarding this procedure.
3. Attend to the needs of the student. (According to your ability)
4. Wait for EMS, police and/or an administrator's directive before moving bus.
5. Check the student's medical emergency form for further information or instructions.

B. Accident Procedures:

In the event that a bus is involved in an accident, the following procedures shall be followed:

1. The bus should not be moved unless directed to do so by the law enforcement agency.
2. The bus driver must make a decision as to whether an emergency evacuation must be done and what type to implement.

- a. If no dangerous situation is present, students should remain on the bus and be assured that everything will be all right.
  - b. Evacuate students immediately if a dangerous situation is present (fire, smoke, etc.)
  - c. No student shall be released to anyone without proper authorization by school officials or law enforcement officials.
3. The bus driver should check for any injuries.
  - a. Apply basic first-aid procedures.
  - b. Obtain assistance from by-standers.
4. The appropriate school officials, law enforcement officials and emergency services shall be notified:
  - a. Contact the bus garage and state the nature of the emergency and location.
  - b. If contact is unsuccessful, send two students to the nearest phone with prepared emergency slip.
  - c. The bus garage will call the appropriate law enforcement agency and 911 emergency.
5. The scene of the accident should be protected from further accident or injury by employing safety devices (flares, etc.).
6. The bus driver shall collect and record data essential to the preparation of required reports.
  - a. The information must include but not be limited to the following:
    - (1) Have student emergency forms ready if necessary
    - (2) Date, time, and place of accident
    - (3) Bus vehicle information
    - (4) Other vehicle's information (driver's name, license number and name of insurance company)
    - (5) Injured persons

- (6) Damage to property
- (7) Description of accident
- (8) Witnesses
- (9) List of all students on bus
- (10) Weather condition
- (11) Visibility
- (12) Road condition

b. All accident information shall only be shared with school officials and law enforcement officials.

7. Upon return to the bus garage, the driver shall complete the following reports:

- a. School Bus Accident Form.
- b. State of Ohio Motor Vehicle accident report.
- c. Phone accident information to insurance carrier.

C. Disability of driver:

In the event of injury or disability of the bus driver, these procedures will be followed:

1. School bus emergency evacuation drills are practiced three times a year with regular bus riders.
  - a. Line leaders are trained to perform certain tasks to assist a disabled driver, if necessary.
  - b. Students are trained to take the emergency slip to the nearest home, and to operate the radio.

D. School Bus Failure:

In the event of a mechanical breakdown of a school bus, the driver shall follow these procedures:

1. Make a decision whether students need to be evacuated. Assure them that everything will be all right.
2. The appropriate school officials shall be notified or emergency slip procedures listed earlier in this policy.
3. Secure the bus from accidents by use of warning devices, hazard lights, flares, etc.
4. The bus garage will be responsible for securing alternate equipment and repairing and recovering the disabled school bus.

E. Inclement Weather Conditions:

In the event of school closings, delayed starts and/or early dismissals, drivers will be notified. Parents and students will be notified through local radio/TV stations.

F. Tornado:

In the event of tornado sightings and/or warnings the following shall be used:

1. If a tornado warning is received, school buses shall not be loaded or put in transit until the "all clear" is announced.
2. All bus drivers and students shall seek shelter inside the school building in designated areas.
3. Protection of pupils on buses in transit to or from school is the primary responsibility of the bus driver. As soon as the driver becomes aware of a warning or visually observes a tornado, the driver shall take the following actions:
  - a. Find the nearest public building, such as a fire station, police station, school, etc., or a ravine or ditch.
  - b. Evacuate the bus taking the first aid kit and student emergency forms.
  - c. After danger has passed, the driver shall check pupils for shock or injury.
  - d. Administer first aid and request assistance.
  - e. Contact the bus garage to report the nature of the situation.
  - f. If assistance is not needed, board the pupils on bus and take them to their destinations.

G. Evacuation:

The bus driver shall organize and conduct three emergency exit drills for all students who ride school buses to and from school.

1. Each of the following three emergency procedures shall be conducted at least once annually:
  - a. Everyone exits through the front door.
  - b. Everyone exits through the rear emergency door.
  - c. Front half exits through the front and the rear half exits through rear door.
2. All drills shall be arranged and scheduled by the Administration in cooperation with the building principal at each school. Bus drivers will conduct the sessions.
3. Drills shall be held on school property, if possible.
4. The driver shall stay in the bus during evacuation drills. The parking brake must be set, the ignition turned off, the key removed, and transmission set in gear or park.
5. Students shall not take lunch boxes, books, etc., when leaving the bus.
6. Pupils shall assemble at a distance of at least one hundred (100) feet from bus in an "emergency drill" and remain there until given further directions.
7. Emergency evacuation of disabled pupils may require modification of the above procedures.
8. The school bus driver shall demonstrate and explain all other emergency exits: i.e., windows, roof hatches, side doors, emergency air release on doors, etc.; not used during the three prior emergency exits described in this policy.

H. Communication:

1. Parents

In the event of a medical emergency, bus accident, disability of driver, or tornado, parents will be contacted as soon as possible by a School Administrator or designated School District Personnel.

2. Media

The Superintendent of Schools or designee will serve as the district's spokesperson regarding all dissemination of information to the media.

### **TRANSPORTATION OF STUDENTS IN BOARD-OWNED VEHICLES**

The Board of Education has determined that there are situations in which it cannot reasonably provide for the transportation of students by school bus. Therefore, the Board authorizes the transportation of students to and from school and school-related activities and events in Board owned, leased, or contracted vehicles other than school buses subject to the provisions of this policy and O.A.C. 3301-83-06 and 3301-83-19.

The Superintendent and/or his designee may permit the transportation of students in Board owned, operated, or contracted vehicles other than school buses, when school bus transportation cannot be reasonably provided. However, these vehicles shall not be routinely used for service to and from regularly scheduled school sessions except for preschool children, special needs children, homeless children, children inaccessible to school buses, or students placed in alternative schools.

#### **Vehicle Requirements**

All Board owned, operated, or contracted vehicles other than school buses used for the transportation of students must have been originally designed and constructed at the factory for nine passengers or less, not including the driver, and shall be equipped with the following:

- A. Safety equipment, including a fire extinguisher, first-aid kit, body fluid cleanup kit, fuses, spare fuses, and emergency reflectors.
- B. A rooftop sign marked “school transportation.”
- C. The name of the District, or the name of the contractor, if applicable, shall be clearly marked on the side of the vehicle.

A qualified mechanic shall inspect these vehicles at least two times per year. The inspection shall cover, at a minimum, all applicable sections of the school bus inspection requirements set forth in O.A.C. 3301-83-11(B). In addition, the Superintendent and/or his designee shall establish and implement periodic maintenance intervals for these vehicles. Documentation and proof of these inspections and service procedures, and all other vehicle records required under O.A.C. 3301-83-14, shall be kept on file in the transportation department.

#### **Driver Requirements**

All drivers of vehicles other than school buses utilized for student transportation must comply with the following requirements:

- A. Be at least twenty-one years of age with a minimum of two years of driving experience;
- B. Completion of semi-annual driver record checks through the Ohio Department of Education (“ODE”) for which records shall be maintained by the employer and/or



District for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:

1. More than six points during the past two years;
  2. A conviction of driving while under the influence of alcohol and/or a controlled substance during the past six years;
  3. Two (or more) serious traffic violations, as defined in divisions (D)(D)(1) to (D)(D)(7) of section 4506.01 of the Revised Code, during the past two years; or
  4. Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
- C. Holding a valid driver's license.
- D. Proof of financial responsibility or be insured by the Board or other transportation provider.
- E. A satisfactory criminal background report in accordance with O.R.C. §§3327.10(J) and (K). A new report shall be required every six years with driver certification pursuant to O.A.C. 3301-83-10, and the standard for evaluation of this report shall be as provided for in O.A.C. 3301-83-23. Records shall be maintained by the employer and/or District for a minimum of six years.
- F. Be physically qualified as determined by O.A.C. 3301-83-07.
- G. Complete preservice driver training requirements as follows:
1. A four hour minimum Ohio preservice driver curriculum or other course only as approved in advance by the pupil transportation office of the ODE.
  2. A driving performance evaluation and review.
  3. Submit evidence of training to the ODE.
  4. Have a certificate of acknowledgment of van driver training as issued by the ODE.
  5. A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.
- H. Complete two hours of annual inservice training.

A certificate of completion of these requirements for each driver shall be kept on file with the athletic director, transportation supervisor, principal, and Superintendent.

#### Vehicle Operation

The vehicles shall be operated at all times in accordance with all applicable laws, regulations, and ordinances, and the policies and procedures of the Board.

It shall be the responsibility of each driver or another qualified individual designated by the District or the transportation provider to complete and document a daily pre-trip inspection before transporting pupils. The pre-trip inspection records shall be kept on file for at least twelve months.

Loading and operation of the vehicles shall be in compliance with the passenger, weight, and other associated restrictions and instructions as identified by the original manufacturer of the vehicle.

#### Administrative, Staff, and School Security Personnel Requirements

No principal, teacher, security officer, staff member, or coach shall transport any student in any vehicle if they do not have a certificate and the vehicle is not appropriately marked with signage and equipped with safety equipment. However, this does not preclude a principal, security officer, or other staff member from transporting a student in his/her personal vehicle in the event of an emergency threatening the health and safety of the student or staff member.

LEGAL REFS.: O.A.C. §§3301-83-06; 3301-83-19

Revised: \_\_\_\_\_, 2012

### **STUDENT ALLERGY POLICY**

Lexington Local Schools pursuant to the Ohio Revised Code 3313.719 shall strive to provide and maintain a safe and secure environment for students with diagnosed life threatening allergies (including but not limited to peanut or other food allergies). A comprehensive approach to compliance with this policy requires, but is not limited to, a focused effort by parents, students (when developmentally appropriate), building staff, athletic staff, food service staff, county health authorities and bus/suburban transportation personnel. Our school district policy shall include, but is not limited to, the following areas: (I) education and training; (II) emergency plans and procedures; (III) personnel; (IV) safe environment; (V) monitoring and compliance procedures.

The School Committee fully supports the ongoing efforts to provide a safe and secure environment for students with diagnosed life threatening allergy conditions.

### **Guidelines for Implementing Lexington Local School & District Allergy Policy Procedures**

There is an increasing prevalence of life threatening allergies in school age children. It is a goal of the Lexington Local Schools to maintain a safe and secure environment for its students. The following policies are designed to maintain a safe and secure environment for students with life threatening allergies by defining (i) preventative measures and (ii) emergency response procedures.

Standards for providing and maintaining a safe and secure environment for students with life threatening allergies will address the following five key areas.

- Education and training shall be provided to personnel responsible for supervision of students with medically diagnosed allergens. This will include but not limited to emergency plan and procedure implementation, in creating a safe and healthy environment.
- Education and awareness training shall be offered to students, parents and school personnel.
- Emergency plans and procedures shall be put in place for responding in a timely manner to emergency situations involving students with medically diagnosed allergens.
- School personnel must monitor and implement emergency plans and procedures as set forth in the child's emergency health/504 plans as requested by the parents.
- A safe environment must be provided to all school locations for students with medically diagnosed allergens. District administrators shall assure that adequate procedures are put in place to monitor and enforce compliance with the Policy.

#### **RESPONSIBILITIES OF ADMINISTRATION**

##### 1. Training

- Assure that adequate training regarding medically diagnosed allergen students is provided at the start of each school year. This training would include school district employees who have the responsibility of overseeing students with medically diagnosed allergen conditions during the regular school day or before and after school activities recognized by the district's board of education.

2. **Emergency Medical Plan; Emergency Procedures; (504 Plan)**

- Administration along with county health authorities will create a listing of all students within a particular building that have medically diagnosed allergens.
- The student lists for each building will be distributed in said building to employees in the building responsible for monitoring students with medically diagnosed allergens.
- Assure that an Emergency Plan and emergency procedures are put in place for each student with medically diagnosed allergens per parent request. See Appendix A for an example of an Emergency Medical Plan or Appendix B for a 504 Plan.

3. **Personnel**

- Assure adequate coverage in the district with a registered nurse/and or trained staff where there are students with medically diagnosed allergens.

4. **Substitute Personnel**

- Assure that any substitute that is working in any district facility and that will have contact/supervision with a student or students on an Emergency Medical Plan/504 be aware of the name or names of those students and be knowledgeable about the emergency procedures if an incident were to occur.

5. **Preventative Measures**

- Provide an allergen free classroom for students who have a medically diagnosed allergen condition per parent request.
- Provide an allergen free table in the cafeteria and an allergen free lunch area during field trips for students who have a medically diagnosed allergen condition per parent request.
- Provide a list of student names and photos to food service, transportation personnel and cafeteria monitors of those students who have a medically diagnosed allergen condition. Attached to this student list will be a copy of the Emergency/504 health plan that has been created by the parents and school personnel for those students needing such a plan.
- Assure that district personnel who oversee any extra-curricular activities sponsored by the board of education receive a list of those students who have a

medically diagnosed allergen condition participating in an extra-curricular activity.

- Obtain and distribute Emergency/504 Plans that have been instituted for a child with a medically diagnosed allergen per parent request to those school personnel responsible for the monitoring of these identified students.

#### **6. Compliance**

- Monitor compliance of Personnel with the Lexington Local Schools Allergy Policies.

### **TRAINING**

#### **1. District Personnel**

- Attend training, if applicable, each school year regarding students with medically diagnosed allergen conditions.
- This training will be but not limited to a student's Emergency/504 Plan and its components.
- A teacher will place a copy of Emergency/504 Plan into their substitute plan folder.
- Those personnel who supervise extra-curricular activities will have in their possession, while supervising these activities, a copy of the Emergency/504 Plan and be ready to implement that plan if needed.
- Training handbook will be located in the principal's office of each school building in the district.

#### **4. Student/Parent Education and Awareness**

- Provide a lesson about allergens in coordination with the school nurse for those classes that have medically diagnosed allergen students as part of the class make-up.
- Provide written notification (in the form provided by the administration), Appendix C, to all parents in the classroom of the allergen free status of the classroom (will not use student names in this notification).

## **RESPONSIBILITIES OF THE FOOD SERVICE DIRECTOR**

### **1. Training**

- Assure that all food service staff, where applicable, attends life threatening allergen management training per students Emergency Plan/504 as requested by parent/guardian.
- Assure that all cafeteria supervisors review safe food allergen handling policies with all permanent and substitute cafeteria workers.

### **2. Preventative**

- Provide a safe lunchroom environment for all medically diagnosed allergen students.
- Provide an allergen free table in the lunchroom for those students who have a medically diagnosed allergen condition per parent request.
- Provide a list of student names and photos to the building food service supervisor of those students who have a medically diagnosed allergen condition. Attached to this student list will be a copy of the Emergency/504 Plan that has been created by the parents and school personnel for those students needing such a plan.
- Assure only latex-free gloves will be used by food service staff if applicable.

## **RESPONSIBILITIES OF LUNCHROOM MONITORS**

### **1. Training**

- Attend training provided by the district at the beginning of each school year regarding the topic of life threatening allergens, i.e., label reading, epi-pen, symptoms and medicinal care.

### **2. Preventative**

- Assure that students with peanuts or tree nuts in their lunch do not eat at the peanut/tree nut free table.
- Cleaning of the designated allergen free table(s) will be completed by those monitoring the lunchroom using a designated cleaning bucket and wash rag.

- Students who bring a lunch box from home will be instructed by the classroom teacher and lunchroom monitor as to the procedure implemented by the building administrator to keep an allergen and non-allergen child's lunchbox from coming in contact with each other.
- Know and be ready to implement emergency procedures from the list provided, by the building administrator, for the names of those students who have an Emergency Plan/ 504 Plan.

### **RESPONSIBILITIES OF THE SCHOOL NURSE**

#### **1. Training**

- Provide training regarding life threatening allergies and epi-pen administration at the start of each school year to all personnel who oversee students with life threatening allergies.

#### **2. Medical Documentation**

- Obtain a completed, with the help of the building administrator, a physician/parent documentation form specifying the life threatening diagnosed allergen condition of the child. This should be completed and returned to the building principal's office no later than seven (7) days after the start of the school year or seven (7) days after the date of admittance if during the school year.

#### **3. Emergency Plan**

- Develop in conjunction with parents and school district personnel, an Emergency Plan/504 Plan based on the above mentioned medical documentation and update as necessary.

#### **4. Communications**

- Provide a list of students who have allergen conditions, some even with a medically diagnosed life threatening condition, to building administrators and district supervisors. This is an internal use document and will be distributed to individual school employees who are in a "NEED TO KNOW" status.

#### **5. Student/Parent Education and Awareness**

- When possible, the school nurse will present to the students in a classroom, who has as one of its members a child that has a medically diagnosed life threatening allergen condition, a lesson on allergens per parent request.



## **RESPONSIBILITIES OF TRANSPORTATION DIRECTOR**

### **1. Training**

- Assure that all bus drivers (including substitute drivers) attend training that deals with medically diagnosed life threatening allergens including what symptoms to be aware of as well as epi-pen training.
- Assure that each bus driver (including substitute drivers) who have students with medically diagnosed allergen students on his or her bus has been given and has had training on the implementation of that student's Emergency/504 Plan.

### **2. Emergency Plans; Emergency Procedures**

- Assure that each bus driver (including substitute drivers) who have students with medically diagnosed allergen students on his or her bus has been given and has had training on the implementation of that student's Emergency Plan/504 Plan.
- Assure that each bus driver (including substitute drivers) maintains a folder with Emergency Plan/504 Plan of students with life threatening allergies who are on their bus next to the driver seat of the bus at all times (subject to parent approval of it being placed there).

### **3. Emergency Communication Devices**

- Provide emergency communication devices to all bus drivers who oversee students with life threatening food allergies. Each of our buses are currently equipped with two-way radios.

### **4. Preventative Measures**

- Assure that bus drivers prohibit all eating on school buses – unless prior approval is given due to a student's documented medical condition. This is a state law and in our transportation handbook as such.

## **RESPONSIBILITIES OF PARENTS/GUARDIANS (REFERRED TO HEREIN AS "PARENT" OF STUDENT WITH LIFE THREATENING ALLERGIES)**

### **1. Medical Information and Documentation**

- Provide completed and signed physician and parent documentation of their child's life threatening allergies yearly or when there is a medically documented change

in a child's allergen condition. This documentation should be completed and given to school officials prior to the beginning of the start of the new school year.

- Encourage allergic children to wear identification bracelet/necklace indicating a life-threatening allergy.

## 2. **Emergency Plan**

- Help develop, review and sign final Emergency Plan or 504 Plan yearly.
- Replace as needed and prior to expiration any medications referred to in the child's Emergency/504 Plan.
- Provide age appropriate education to your child about their allergen related symptoms and emergency treatment.

## 3. **Medications**

- Deliver to the principal's office, prior to the start of school, any medications referenced in the child's Emergency/504 Plan.
- Replace as needed, and prior to expiration, any medications referred to in the child's Emergency/504 Plan.
- Medications that are left at school at the end of the current school year will be properly disposed of one week after the last official day of school for that year. Medications must be picked up in the office and will not be sent home with the student.

## **RESPONSIBILITIES/EXPECTATION OF STUDENT**

1. Use of proper hand washing throughout the school day.
2. These students With Food Allergens Should:
  - Avoid sharing or trading foods or eating utensils with others.
  - Not eat anything with unknown ingredients or known to contain any allergen ingredients.
  - Avoid putting anything in their mouth such as writing utensils, fingers or other foreign objects.

- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
3. To be proactive in the care and management of their allergies and reactions based on their developmental level.
  4. To notify an adult if they are being picked on or threatened by other students as it would relate to their allergen condition.
  5. Should know the overall Emergency Plan/504 Plan and understand based on their developmental level the responsibilities of the plan.
  6. To develop greater independence to keep themselves safe from anaphylactic reactions.
  7. Notify an adult immediately if they are experiencing any ill symptoms related or not related to their medically diagnosed food allergen condition.

## RESTRAINT AND SECLUSION

The Board requires the implementation of an evidence-based, school-wide system or framework of non-aversive Positive Behavior Intervention and Supports (“PBIS”) by its employees to address inappropriate behavior by district students. As part of this framework, the district’s educational environments shall be structured to greatly reduce, and in most cases eliminate, the need to use the techniques of restraint or seclusion on district students. The PBIS prevention-oriented framework applies to all students, all staff, and in all settings.

Physical restraint and/or seclusion may only be used by trained district employees, and only when the dangerous behavior of a student creates an immediate risk of physical harm to the student or others and no alternative safe and effective intervention strategy is possible. Further, those techniques must be used in a manner that is age and developmentally appropriate. District employees shall utilize physical restraint and seclusion only in a manner that protects the safety of all children and adults within the district. Practices that do not adhere to the standards and requirements set forth in this policy are prohibited.

### DEFINITIONS

**Aversive Behavioral Interventions:** an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant or taste.

**Chemical Restraint:** a drug or medication used to control a student’s behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional’s authority under Ohio law, for the standard treatment of a student’s medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional’s authority under Ohio law.

**Mechanical Restraint:**

- A. Any method of restricting a student’s freedom of movement, physical activity, or normal use of the student’s body by using an appliance or device manufactured for this purpose; but
- B. Does not mean a device used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purpose for which the device was designed and, if applicable, prescribed, including:

1. Restraints for medical immobilization;
2. Adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
3. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

**Parent:**

- A. A biological or adoptive parent;
- B. A guardian generally authorized to act as the child’s parent, or authorized to make decisions for the child (but not the state if the child is a ward of the state);
- C. An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent or other relative) with whom the child lives, or an individual who is legally responsible for the child’s welfare;
- D. A surrogate parent who has been appointed in accordance with O.A.C. §3301-51-05(E); or
- E. Any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of a child.

**Physical Escort:** the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

**Physical Restraint:** the use of physical contact in a way that immobilizes or reduces the ability of an individual to move the individual’s arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes:

- A. To break up a fight;
- B. To knock a weapon away from a student’s possession;
- C. To calm or comfort;
- D. To assist a student in completing a task/response if the student does not resist the contact; or

- E. To prevent an impulsive behavior that threatens the student’s immediate safety (e.g. running in front of a car).

**Positive Behavior Intervention and Supports:**

- A. A school-wide systematic approach to embed evidence-based practices and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students; and
- B. Encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

**Prone Restraint:** physical or mechanical restraint while the individual is in the face-down position for an extended period of time.

**Seclusion:** the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

**Student Personnel:** teacher, principal, counselor, social worker, school resource officer, teacher’s aide, psychologist, bus driver, or other district staff members who interact directly with students.

**Timeout:** a behavior intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

**PROHIBITED PRACTICES**

The following are prohibited under all circumstances, including emergency safety situations:

- A. Prone restraint as defined in Executive Order 2009-13S;
- B. Corporal punishment;
- C. Child endangerment as defined in O.R.C. §2919.22;
- D. Seclusion or restraint of preschool students in violation of the provisions of O.A.C. §3301-37-10(D);
- E. The deprivation of basic needs;

- F. Restraint that unduly risks serious harm or needless pain to the student, including the intentional, knowing, or reckless use of any of the following techniques:
  - 1. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
  - 2. Pinning down with knees to torso, head and/or neck;
  - 3. Using pressure points, pain compliance and joint manipulation techniques;
  - 4. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
  - 5. Using other students or untrained staff to assist with the hold or restraint;  
or
  - 6. Securing a student to another student or to a fixed object.
- G. Mechanical or chemical restraints (which does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, or medication administered as prescribed by a licensed physician);
- H. Aversive behavioral interventions; or
- I. Seclusion of students in a locked room.

### RESTRAINT

District employees are expressly prohibited from using the emergency safety intervention techniques of “prone restraint” (physical or mechanical restraint while the student is in the face down position), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student’s primary mode of communication.

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible, and only in a manner that is age and developmentally appropriate.

Employees authorized to use the technique of physical restraint must:

- A. Only use those techniques of restraint for which they have been trained and authorized to use.

- B. Be appropriately trained to protect the care, welfare, dignity and safety of the student;
- C. Continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- D. Use the least amount of force necessary, for the least amount of time necessary;
- E. Use verbal strategies and de-escalation techniques in an effort to help the student regain control;
- F. Immediately remove the student from physical restraint when the risk of physical harm to himself/herself or others has dissipated;
- G. Conduct a debriefing with all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- H. Complete all required reports and document all staff observations of the student and submit such material to the District's administrative office.

Following the use of physical restraint, the student should be assessed for injury or psychological distress and monitored as needed following the incident.

If, at any point, the staff assesses that the intervention is insufficient to maintain the safety of all involved, appropriate emergency contacts shall be made according to the District's crisis policy.

If a student repeatedly engages in dangerous behavior that leads to instances of restraint, the district shall conduct a functional behavioral assessment to identify the student's needs and more effective ways to address those needs. If necessary, the functional behavioral assessment will be followed by a behavioral intervention plan that incorporates appropriate positive behavioral interventions.

### SECLUSION

Seclusion is a last resort safety intervention that provides an opportunity for the student to regain self-control. Seclusion may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion shall never be used as a punishment or to force compliance, and should only be used in a manner that is age and developmentally appropriate.

A room or area used for seclusion shall provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student. The room or area used for seclusion shall never be locked. The technique of seclusion shall be used for the least amount of time necessary.



Seclusion shall not be used for:

- A. The convenience of staff;
- B. As a substitute for an educational program;
- C. As a form of discipline or punishment;
- D. As a substitute for less restrictive alternatives;
- E. As a substitute for inadequate staffing;
- F. As a substitute for staff training in PBIS and crisis prevention and intervention; or
- G. As a means to coerce, retaliate, or in a manner that endangers a student.

Staff using the technique of seclusion must:

- A. Be appropriately trained to protect the care, welfare, dignity, and safety of the student;
- B. Continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- C. Use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- D. Remove the student when the immediate risk of physical harm to self or others has dissipated;
- E. Conduct a de-briefing, including all involved staff, to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. Complete all required reports and document all staff observations of the student and submit such material to the District's administrative office.

If, at any point, the staff assesses that the intervention is insufficient to maintain the safety of all involved, appropriate emergency contacts shall be made according to the District's crisis policy.

If a student repeatedly engages in dangerous behavior that leads to instances of seclusion, the school district shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, a functional assessment will be

followed by a behavioral intervention plan that incorporates appropriate positive behavioral interventions.

#### TRAINING AND PROFESSIONAL DEVELOPMENT

All student personnel shall be trained annually on the Ohio Department of Education’s policies regarding PBIS and restraint and seclusion, O.A.C. §3301-35-15, and this policy. Such training shall be kept current in accordance with the requirements of the provider of the training. The district shall maintain written and electronic documentation on such training, which shall include a list of all employees who have participated in the training. Further, an adequate number of employees in each building in the district shall be trained in crisis management and de-escalation techniques.

#### REQUIRED DATA AND REPORTING

Each use of seclusion or restraint shall be documented in writing and immediately reported to building administration and the parents of the student restrained or secluded. A copy of the report shall be made available to the parent or guardian within twenty-four (24) hours, and the school shall maintain a copy of the report in the student’s file.

#### MONITORING AND COMPLIANCE

Parents of district students may submit written complaints to the Superintendent regarding an incident of restraint or seclusion. Upon receipt of such complaint, the Superintendent shall initiate an investigation of the incident, and shall respond to the parent’s complaint, in writing, within thirty (30) days of receiving the parent’s complaint.

This policy shall be made available to the parents of district students on an annual basis and an electronic version of it shall be posted on the district’s website.

LEGAL REF: O.A.C. §3301-35-15

Adopted: March 18, 2015

### **DIABETES CARE**

The Board shall ensure that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating practitioner. The diabetes care to be provided includes any of the following:

- A. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- B. Responding to blood glucose levels that are outside of the student's target range;
- C. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- D. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- E. Providing oral diabetes medications;
- F. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating practitioner;
- G. Following the practitioner's instructions regarding meals, snacks, and physical activity;
- H. Administering diabetes medication, as long as the conditions prescribed in the Board policy covering the administering of medication to students are satisfied.

Not later than fourteen (14) days after receipt of an order signed by the treating practitioner of a student with diabetes, the Board shall inform the student's parent, guardian, or other person having care or charge of the student that the student may be entitled to a Section 504 plan regarding the student's diabetes.

Diabetes medication may be administered pursuant to this policy by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care pursuant to this policy. Medication that is to be administered pursuant to this policy may be kept in an easily accessible location.

To ensure that a student with diabetes receives proper diabetes care, the Board may provide training that complies with the guidelines developed under O.R.C. §3313.7110(D) to a school employee at each school attended by a student with diabetes. With respect to any training provided, all of the following apply:

- A. The training shall be coordinated by a school nurse or, if the school does not employ a school nurse, a licensed health care professional with expertise in diabetes who is approved by the school to provide the training.
- B. The training shall take place prior to the beginning of each school year or, as needed, not later than fourteen (14) days after receipt by the Board of an order signed by the treating practitioner of a student with diabetes.
- C. On completion of the training, the Board, in a manner it determines, shall determine whether each employee trained is competent to provide diabetes care.
- D. The school nurse or approved licensed health care professional with expertise in diabetes care shall promptly provide all necessary follow-up training and supervision to an employee who receives training.

The principal of a school attended by a student with diabetes or another school official authorized to act on behalf of the principal may distribute a written notice to each employee containing all of the following:

- A. A statement that the school is required to provide diabetes care to a student with diabetes and is seeking employees who are willing to be trained to provide that care;
- B. A description of the tasks to be performed;
- C. A statement that participation is voluntary and that the District will not take action against an employee who does not agree to provide diabetes care;
- D. A statement that training will be provided by a licensed health care professional to an employee who agrees to provide care;
- E. A statement that a trained employee is immune from liability under O.R.C. §3313.7110(J);
- F. The name of the individual who should be contacted if an employee is interested in providing diabetes care.

No employee of a Board shall be subject to a penalty or disciplinary action under school or District policies for refusing to volunteer to be trained in diabetes care. Employees shall not be discouraged from agreeing to provide diabetes care under this policy. The Board may provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations involving these conditions to both of the following:

1. A school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day; and
2. A bus driver employed by the Board who is responsible for the transportation of a student with diabetes.

A student with diabetes shall be permitted to attend the school the student would otherwise attend if the student did not have diabetes, and the diabetes care specified in this policy shall be provided at the school. A student who has diabetes shall not be restricted from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, guardian, or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

On written request of the parent, guardian, or other person having care or charge of a student and authorization by the student's treating practitioner, a student with diabetes shall be permitted to attend to the care and management of the student's diabetes in accordance with the order issued by the student's treating practitioner if the student's treating practitioner determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on the student's self at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, guardian, or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks. However, if the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board may revoke the student's permission to attend to the care and management of the student's diabetes.

A licensed health care professional shall be permitted to provide training to a school employee or to supervise the employee in performing diabetes care tasks. Nothing in this policy diminishes the rights of eligible students or the obligations of the District under the "Individuals with Disabilities Education Act," 20 U.S.C. 1400 *et seq.*, Section 504 of the "Rehabilitation Act," 29 U.S.C. 794, or the "Americans with Disabilities Act," 42 U.S.C. 12101 *et seq.*

A school employee shall not be subject to disciplinary action under school or District policies for providing care or performing duties under this policy.

Not later than the last day of December of each year, the Board shall report to the Department of Education both of the following:

1. The number of students with diabetes enrolled in the District during the previous school year; and

2. The number of errors associated with the administration of diabetes medication to students with diabetes during the previous school year.

LEGAL REFS: O.R.C. §3313.7112

Adopted: September 20, 2017

### **C.P.R. AND A.E.D. TRAINING**

Not later than July 1, 2018, all persons employed by the District shall receive training in the use of an automated external defibrillator in accordance with O.R.C. §3313.6023, except for substitutes, adult education instructors who are scheduled to work the full-time equivalent of less than one hundred twenty days per school year, or persons who are employed on an as-needed, seasonal, or intermittent basis, so long as the persons are not employed to coach or supervise interscholastic athletics.

Beginning with the 2017-2018 school year, instruction in cardiopulmonary resuscitation (“C.P.R.”) and the use of an automated external defibrillator (“A.E.D.”) shall be provided at the District’s schools for students in grades nine through twelve. Instruction shall include the psychomotor skills necessary to perform cardiopulmonary resuscitation and use of an automated external defibrillator and shall be either of the following:

1. An instructional program developed by the American Heart Association or the American Red Cross that includes instruction in C.P.R. and the use of an A.E.D.; or
2. An instructional program that is nationally recognized and based on the most current national, evidence-based emergency cardiovascular care guidelines for C.P.R. and the use of an A.E.D.

No student shall receive certification in C.P.R. and the use of an A.E.D. unless the student is trained by an authorized or certified instructor. A licensed educator does not have to be certified to provide training in the manner prescribed by this Board policy to facilitate, provide, or oversee instruction in C.P.R. and the use of an A.E.D. that does not result in certification of students.

#### **Exceptions**

Upon written request of a student’s parent or guardian, a student shall be excused from taking instruction in C.P.R.

If a student is a child with a disability and is incapable of performing the psychomotor skills required to perform C.P.R. and to use an A.E.D., as indicated in the student’s IEP, the student shall not be required to receive instruction.

LEGAL REFS: O.R.C. §§3313.60; 3313.6021

Adopted: September 20, 2017

***MANDATORY***

**STUDENT CONDUCT (ZERO TOLERANCE)**

A student who fails to comply with established school rules or with any reasonable request made by school personnel in accordance with Board of Education policy is subject to approved student discipline regulations.

Students and parents shall annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the Administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

The Board will not tolerate violent, disruptive, or inappropriate behavior. The Superintendent or designee shall develop strategies ranging from prevention to intervention to address such misbehavior.

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.

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

LEGAL REFS: O.R.C. §3313.534

Adopted: March 15, 2017



**BOARD OF EDUCATION**  
**POLICIES**

**CHAPTER VII**  
**INSTRUCTIONAL PROGRAM**

---

**EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education policies must set high expectations for academic performance, and education of all students regardless of race, color, creed, disability, religion, gender, ancestry, national origin, English-language proficiency, or social or economic background.

Therefore, all aspects of a student's education and development under the control of the Board of Education, including but not limited to: tests, materials, athletics, activities, facilities, curriculum, text books and other educational materials and supplies must be developed and implemented to achieve equal educational opportunity.

This policy will be communicated to all present district personnel and to all future employees.

LEGAL REFS: O.A.C. 3301-35-04

Revised: \_\_\_\_\_, 2009

## **CURRICULUM AND INSTRUCTION**

The Board of Education recognizes that in order to foster the role of education in a democratic society and to ensure equal opportunity to students of different personality characteristics and viewpoints, it may not permit the curriculum to remain static. The Board deems it essential that the school system continually develop and modify its curriculum to meet the changing needs and diversity of its citizenry and to assure the full, rounded, and continuing development of the individual personality in the community. Therefore, the district's curriculum shall be developed with input and dialogue from parents, community members and stakeholders. While the Board retains its full rights and responsibilities under the laws of Ohio with regard to the determination of the curriculum, it authorizes the administration to organize advisory committees, which may be comprised of students, parents, teachers, and administrators to periodically review the curriculum and advise the Board of curriculum changes.

The following guidelines have been established by the Board for use by advisory committees:

- A. The curriculum shall be developed to comply with the statewide academic standards and to meet local needs and shall provide for the use of phonics as a technique in the teaching of reading in grades kindergarten through 3.
- B. The committee may utilize the state standards and model curriculum established by the State Board of Education in English language arts, mathematics, science, social studies, technology, financial literacy and entrepreneurship, fine arts, foreign language, and physical education, as they become available, together with other relevant resources, examples, or models to ensure that students have the opportunity to attain the statewide academic standards.
- C. The curriculum shall be consistent with the district's vision, mission statement, educational philosophy and objectives, and strategic plan and ensure the possibility of their achievement.
- D. The curriculum shall provide for the needs of all students. The curriculum shall include but not be limited to study of those subjects required by Ohio law.
- E. The committee shall explore course offerings and teaching methods that will strengthen student character, firmness of student conviction, and integrity of purpose.
- F. The committee shall review curriculum requirements of the Ohio Department of Education and shall express its recommendations for change, if any, to the Board, which may choose to communicate them to state officials.
- G. The committee shall integrate technology into learning experiences across the curriculum to maximize efficiency, enhance learning, and prepare students for success. The

committee shall utilize technology access and electronic learning opportunities provided by the Broadcast Educational Media Commission, the Ohio Learning Network, education technology centers, public television stations, and other public and private providers.

- H. The committee shall focus on how to use distance and web-based course delivery as a method of providing or augmenting all required instruction, including laboratory experience in Science.

A dynamic instructional program requires on-going alteration in the curriculum and courses of study.

It is the policy of the Board that no basic course of study shall be eliminated or new courses added without approval of the Board, nor shall any alteration or reduction of a course of study be made without such approval.

LEGAL REFS.: O.R.C. §§3301.07; 3313.60; 3313.603; 3313.608  
O.A.C. 3301-35-04

Revised: March 18, 2015

## **CURRICULUM GUIDES AND COURSES OF STUDY**

Curriculum guides shall be provided, as necessary, for the various subject areas. These guides shall present at least a minimal outline for instruction and a basis for further development of the particular course.

The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject, and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, variations of approaches, and materials.

- A. Courses of study shall establish the basis for curriculum and instruction and shall define the key components of a district's curriculum.
  1. A course of study shall be adopted for each subject taught. Each course of study shall:
    - a. Comply with the provisions of O.R.C. §3313.60;
    - b. Align with the district's vision, mission statement, philosophy, educational goals and strategic plan;
    - c. Specify learning and performance expectations;
    - d. Establish a scope and sequence of knowledge and skills to be learned;
    - e. Provide a way to assess student progress and the need for intervention;
    - f. Address the various developmental needs of early childhood, middle childhood and adolescent through young adult students;
    - g. Use technological tools and emphasize inter-disciplinary, real-world, project-based, and technology-oriented learning experiences;
    - h. Be guided by Ohio's state-adopted academic content standards; and
    - i. For career and technical courses, be guided by state-approved career and technical core standards and performance measures.
  2. Courses of study shall provide for topics to be a part of the curriculum as required by Ohio law.
  3. Courses of study shall be reviewed and updated as needed.

- B. The principals and department heads shall see that classroom instruction adheres to the courses of study.
- C. The Superintendent shall maintain a copy of all courses of study offered in the district.

Upon the request of any parent or legal guardian of a student, the parent or guardian shall be permitted to promptly examine, with respect to the parent's or guardian's own child:

- A. Any survey or questionnaire, prior to its administration to the child;
- B. Any textbook, workbook, software, video, or other instructional materials being used in connection with the instruction of the child;
- C. Any completed and graded test taken or survey or questionnaire filled out by the child;
- D. Copies of the statewide academic standards and each model curriculum developed by the State Board of Education, which shall be available at all times during school hours in each school building.

LEGAL REFS.: O.R.C. §3313.60  
O.A.C. 3301-35-04

Revised: \_\_\_\_\_, 2012

### **SUMMER SCHOOL PROGRAM**

A summer school program providing opportunities for enrichment, recreation, and remedial instruction for students in grades one through twelve may be provided, as well as make-up courses for eligible students. Students eligible to participate in the summer school program include:

- A. Resident students eligible for regular attendance in the public schools of this district;
- B. Students eligible by standards established by the governmental funding source;
- C. Nonresident students whose age or grade level is appropriate to the course of study applied for, provided that the attendance of such students will not preclude the attendance of resident students; or
- D. Summer residents of this district whose age or grade level is appropriate to the course of study applied for, provided that the attendance of such students will not preclude the attendance of resident students.

Make-up courses are specifically designed for students who have failed or received a low grade in a course during the school year.

Tuition fees for resident and nonresident pupils may be charged, subject to the Board of Education's approval, except as such programs are funded by the federal government or other outside agencies.

The summer school curriculum shall be established in line with the needs of students and/or as may be mandated by legislation. The administration shall have the right to cancel announced summer courses for which there is insufficient enrollment and to refund fees. It shall also have the right to dismiss a student with no refund of fees for disciplinary reasons. Remedial courses at elementary levels and make-up and review courses at secondary levels shall provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotional/credit standards.

LEGAL REFS: O.R.C. §§3313.57; 3313.641

### **PROMOTION, PLACEMENT AND RETENTION**

The educational curriculum as adopted by the Board of Education is designed to enable students to progress from grade to grade.

Promotion, placement, or retention of students in kindergarten through grade eight (8) will be based on the student's academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation. These factors will be carefully weighed by the professional staff and parents.

In grades nine (9) through twelve (12), promotion or retention will be determined by credits earned.

#### **Promotion or Retention Of Third Grade Students**

- A. No student shall be promoted to fourth grade who attains a score of less than the level of achievement designated by the State Board of Education (the "State Board") for the assessment to measure skill in English language arts at the end of third grade, unless one of the following applies:
1. The student is a limited English proficient student who has been enrolled in United States schools for less than two full school years and has had less than two years of instruction in an English as a second language program.
  2. The student's individualized education program ("IEP") exempts the student from retention under this division.
  3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education ("ODE").
  4. All of the following apply:
    - a. The student is a child with a disability entitled to special education and related services;
    - b. The student has taken the third grade English language arts achievement assessment;
    - c. The student's IEP or Section 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading;
    - d. The student previously was retained in any of grades kindergarten to three;



- e. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three.
- 5. a. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three.
- b. A student who is promoted under paragraph B.5.a. of this policy shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

#### B. Mid-Year Promotion

A student who is retained in third grade shall be eligible for mid-year promotion to the fourth grade upon demonstrating the following:

1. Participation in remediation services offered or approved by the District; and
2. Reading proficiency at or above grade level, **as demonstrated by the results of a state test or a District-approved alternate assessment.**

**Promotion may occur as soon as a student meets the above criteria and is not limited to mid-year promotions only.**

#### Children of Military Families

Pursuant to O.R.C. §3301.60, children of military families who transfer from a public school district in another state (the “sending state”) shall be enrolled in the grade level commensurate with their grade level in the prior district regardless of age. The district shall honor placement of such a student in an educational program (for example, gifted education program, limited English proficient (LEP) program, vocational education program) based on educational assessments conducted at the student’s prior district or the student’s participation and placement in like programs at the prior district. The district may perform its own evaluations to ensure the appropriate placement for such students.

#### Truancy

Any student who is truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade shall not be promoted to the next grade level unless the student’s principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

As used in this policy, “academically prepared” means that the principal in conjunction with the appropriate teacher(s) has reviewed the student’s work and records and has concluded that, in the principal’s judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

The final decision of promotion, placement, or retention will rest with the Superintendent. The Superintendent or designee shall report information to ODE in the prescribed manner.

LEGAL REFS.: O.R.C. §§3301.60, 3313.608; 3313.609  
O.A.C. 3301-35-04

Revised: April 18, 2018

***MANDATORY***

**REMEDATION/INTERVENTION PROGRAM FOR READING SKILLS**

The Board of Education shall provide instruction, intervention, and/or remediation services to students reading below grade level as established by Ohio law pursuant to the Third-Grade Reading Guarantee. A reading skills assessment shall be completed by September 30 of each year for students in grades one through three, and by November 1 for students in kindergarten. The assessment may be administered electronically using live, two-way video and audio connections whereby the teacher administering the assessment may be in a separate location from the student.

- A. Any student enrolled in kindergarten to third grade who is identified as reading below grade level shall be provided with intensive reading instruction, regular diagnostic assessments, and intervention services.
  1. The intervention services shall include:
    - a. Research-based reading strategies that have been shown to be successful in improving reading among low-performing readers; and
    - b. Instruction targeted at the student’s identified reading deficiencies.
  2. Within sixty (60) days after receiving the student’s results on the diagnostic assessment, the District shall develop a reading improvement and monitoring plan. The student’s parent or guardian and classroom teacher shall be involved in developing the plan. The plan shall include all of the following:
    - a. Identification of the student’s specific reading deficiencies;
    - b. A description of the additional instructional services and support that will be provided to the student to remediate the identified reading deficiencies;
    - c. Opportunities for the student’s parent or guardian to be involved in the instructional services and support provided;
    - d. A process for monitoring the extent to which the student receives the instructional services and support;
    - e. A reading curriculum during regular school hours that does all of the following:

- i. Assists the student to read at grade level;
  - ii. Provides scientifically based and reliable assessment; and
  - iii. Provides initial and ongoing analysis of the student's reading progress.
- f. A statement that, unless the student attains the appropriate level of reading competency by the end of third grade, the student will be retained.

The plan shall further include the student's completed diagnostic assessment, the results of such assessment, and any other accompanying documents used during the administration of the assessment.

3. Each student entering the third grade for the first time on or after July 1, 2013 who is on a reading improvement and monitoring plan or who has been retained by the Third Grade Reading Guarantee shall be assigned a teacher who has at least one year of teaching experience and who satisfies one or more of the following criteria:
- a. The teacher holds a reading endorsement on the teacher's license and has attained a passing score on the corresponding assessment for that endorsement, as applicable;
  - b. The teacher has completed a master's degree program with a major in reading.
  - c. The teacher rated "most effective" for reading instruction consecutively for the most recent two years based on assessments of student growth measures developed by a vendor and that is on the list of student assessments approved by the State Board of Education ("State Board") under division (B)(2) of section 3319.112 of the Revised Code.
  - d. The teacher was rated "above expected value added," in reading instruction, as determined by criteria established by the Ohio Department of Education ("ODE"), for the most recent, consecutive two years.
  - e. The teacher has earned a passing score on a rigorous test of principles of scientifically research-based reading instruction, as approved by the state board.
  - f. The teacher holds an educator license for teaching grades pre-kindergarten through three or four through nine issued on or after July 1, 2017.

A student described in division 3, above, who enters third grade for the first time on or after July 1, 2013, may be assigned to a teacher with less than one (1) year of teaching experience provided he/she meets one or more of the criteria described above and the teacher is assigned a teacher mentor who meets the above described qualifications.

A student described in division 3 of this section who enters third grade for the first time on or after July 1, 2013, but prior to July 1, 2016, may be assigned to a teacher who holds an alternative credential approved by the ODE or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the ODE.

Beginning on July 1, 2014, the alternative credentials and training described in this policy shall be aligned with the reading competencies adopted by the State Board under section 3301.077 of the Revised Code.

A student who enters third grade for the first time on or after July 1, 2013, may receive reading intervention or remediation services from an individual employed as a speech-language pathologist who holds a license issued by the board of speech-language pathology and audiology under Chapter 4753. of the Revised Code and a professional pupil services license as a school speech-language pathologist issued by the State Board.

A teacher, other than a student's teacher of record, may provide any services required in furtherance of this policy, so long as that other teacher is qualified under division 3 of this policy and the teacher of record and the school principal agree to the assignment. Any such assignment shall be documented in the student's reading improvement and monitoring plan.

- B. Any student who is promoted to fourth grade despite having attained a score less than the level of achievement designated by the State Board for the English language arts assessment at the end of third grade shall be provided in fourth grade with intensive reading instruction and intervention services. The reading instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.
- C. Any student who is retained in third grade for having attained a score less than the level of achievement designated by the State Board for the English language arts assessment at the end of third grade shall be provided with the following:

1. Intense remediation services until the student is able to read at grade level. The remediation services shall include intensive interventions in reading that address the student's identified reading deficiencies. The interventions shall include not less than 90 minutes of reading instruction and any of the following:
  - a. Small group instruction;
  - b. Reduced teacher-student ratios;
  - c. More frequent progress monitoring;
  - d. Tutoring or mentoring;
  - e. Transition classes containing third and fourth grade students;
  - f. Extended school day, week, or year; or
  - g. Summer reading camps;
2. A high-performing teacher, as determined by the teacher's student performance data, when available, and performance reviews; and
3. The opportunity for mid-year promotion upon demonstrating compliance with District policy.

Students may receive applicable services from one or more providers other than the District, subject to approval by the District or the ODE. If a student participates in remediation services and demonstrates reading proficiency in accordance with ODE standards prior to the start of fourth grade, the student shall be promoted to fourth grade.

- D. Any summer remediation services provided by the District shall meet the following conditions:
  1. The remediation methods shall be based on reliable educational research.
  2. Testing shall be conducted before and after students participate in the program to facilitate monitoring results of the remediation services.
  3. The parents of participating students are involved in programming decisions.
- E. Any intervention or remediation services provided to students reading below grade level shall include intensive, explicit, and systematic instruction.

- F. Each applicable diagnostic assessment shall be administered to any student who transfers into the District or to a different school within the District if each applicable diagnostic assessment was not administered by the district or school the student previously attended in the current school year, within 30 days after the date of transfer. If the District cannot determine whether the student has taken any applicable diagnostic assessment in the current school year, the District may administer the diagnostic assessment to the student.
  
- G. A teacher may teach reading to any student who is an English language learner and has been in the United States for three years or less, or to a student who has an IEP if that teacher holds an alternative credential approved by the ODE or has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the ODE. Beginning on July 1, 2014, such alternative credentials and training shall be aligned with the reading competencies adopted by the State Board under section 3301.077 of the Revised Code.

The Superintendent or designee shall report information to ODE in the prescribed manner.

This policy is to be updated annually.

LEGAL REFS.: O.R.C. §§3313.608; 3313.6012; 3301.0715

Adopted: September 23, 2015

### **DIAGNOSTIC ASSESSMENTS**

The Board of Education shall, whenever legally mandated, administer each diagnostic assessment developed by the State Board of Education (the “State Board”) in order to measure student comprehension of academic content and mastery of related skills. Assessments for students in grades kindergarten through two shall measure English language arts and mathematics. Assessments for students in grade three shall measure English language arts.

Except with respect to students with significant cognitive disabilities, as defined by the Ohio Department of Education (“ODE”), the Superintendent or designee shall administer each diagnostic assessment to the following:

- A. Each student enrolled in a building that has failed to made adequate yearly progress for two or more consecutive school years.
- B. Any student who transfers into the District or to a different school within the District if each applicable diagnostic assessment was not administered by the previous school or district attended in the current school year, or if the District cannot determine that the assessment was administered, within 30 days after the date of transfer. If the District cannot determine whether the student has taken any applicable diagnostic assessment in the current school year, the District may administer the diagnostic assessment to the student. However, if a student transfers into the District prior to the administration of the diagnostic assessments to all students under O.R.C. §3301.0715(B), the District may administer the diagnostic assessments to that student on the date or dates determined by statute.
- C. Each kindergarten student, not earlier than the first day of the school year and not later than the first day of November, except that the language and reading skills portion of the assessment shall be administered by September 30, pursuant to O.R.C. §3313.608(B). The District shall administer the kindergarten readiness assessment provided by the ODE. In no case shall the results of the readiness assessment be used to prohibit a student from enrolling in kindergarten.
- D. Each student enrolled in first or second grade.

The District shall administer any diagnostic assessment at least once annually to all students in the appropriate grade level. The Superintendent or designee may administer any diagnostic assessment in the fall and spring of any school year in order to measure the “value added” of the instruction received by students during that school year.

Any diagnostic assessment administered shall be utilized and scored in accordance with rules established by the State Board. After the administration of any diagnostic assessment, a student’s completed diagnostic assessment, the results of the assessment, and any other accompanying documents used during the administration of the assessment shall be provided to the parent of the student.



### Assessment of Reading Skills

Beginning with the 2012-13 school year, the Superintendent or designee annually shall assess the reading skills of each student enrolled in kindergarten to third grade by September 30 and shall identify students who are reading below their grade level. The Superintendent or designee shall use the diagnostic assessment developed by the State Board for English language arts or a comparable tool approved by ODE. The students' classroom teachers shall be involved in assessing and identifying students reading below grade level.

For each student identified as having reading skills below grade level, the student's parent or guardian shall be provided, in writing, the following information:

1. Notification that the student has been identified as having a substantial deficiency in reading;
2. A description of the current services that are provided to the student;
3. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency;
4. Notification that if the student attains a score less than the level designated by the State Board on the English language arts assessment at the end of third grade, the student shall be retained unless the student is exempt under law. The notification shall specify that the English language arts assessment is not the sole determinant of promotion and that additional evaluations and assessments are available to the student to assist parents and the district in knowing when a student is reading at or above grade level and ready for promotion.

In addition, the District shall provide intensive reading instruction to a student identified with a reading deficiency, in accordance with O.R.C. §3313.608 and Board policy.

The District shall submit results of diagnostic assessments to the Ohio Department of Education ("ODE") in the prescribed manner.

LEGAL REFS.: O.R.C. §§3301.079; 3301.0715; 3313.608

Revised: March 18, 2015

### **ACADEMIC PREVENTION/INTERVENTION SERVICES**

The Board of Education authorizes and directs the Superintendent or designee to conduct academic prevention/intervention services for all grades and all schools throughout the district. Such prevention/intervention services shall include, but are not limited to, all of the following:

- A. Use of diagnostic assessments to measure student progress toward the attainment of academic standards and to identify students who may not attain academic standards;
- B. Classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments;
- C. The regular collection of student performance data;
- D. Use of student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services;
- E. Required prevention/intervention services set forth in O.R.C. §§3301.0711; 3301.0715; and 3313.608.

Prevention/intervention services shall be provided in pertinent subject areas to students who score below the proficient level on a reading, writing, mathematics, or science proficiency or achievement test or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

Intervention services shall also be provided to students whose diagnostic assessments show that they are failing to make satisfactory progress toward attaining the academic standards for their grade level.

This policy shall be updated annually.

LEGAL REFS.: O.R.C. §§3313.6012; 3301.0711; 3301.0715; 3313.608

Revised: September 20, 2017

### **SPECIAL ACCOMMODATIONS FOR STUDENTS AND TESTING**

For purposes of this policy, a “student with a disability” refers either to a student receiving special education services under O.R.C. Chapter 3323 in accordance with an individualized education program (IEP), or to a student who has been identified as having a disability based on an evaluation conducted in accordance with Section 504 of the Rehabilitation Act.

All students, including students with disabilities, must participate in required statewide assessments at designated grades or participate in an alternative assessment. For any student who takes an assessment, the student’s IEP shall include, or the Section 504 plan shall document in writing, what specific accommodation(s), if any, shall be provided when the student takes the assessment. The IEP shall specify the manner in which the student will participate in the statewide assessments, or it may excuse the student from taking the statewide assessment if it instead specifies an alternate assessment.

#### **Procedure**

The determination of how an individual student with a disability will participate in state and district assessment programs will be made, at least annually, by the student’s IEP or Section 504 team using the following procedures:

- A. The student’s present level of educational performance will be reviewed.
- B. During the meeting, a statement regarding participation will be identified on the IEP or Section 504 plan as part of the statement regarding the extent to which the child will be able to participate in the regular education program.
- C. If a student with a disability does not take the required statewide assessments, the student’s need for an alternate assessment(s) will be documented, prior to administration, on the IEP, and any alternate assessment(s) will be conducted and the results shall be reported to the Ohio Department of Education.
- D. If it is determined that the student will participate in the assessment program, any appropriate modifications in the format and/or administration procedures shall be made to accommodate the needs of individual students with disabilities and documented on the IEP or Section 504 plan.

Required statewide assessment pass rates used to determine school district performance will include the results of students who take assessments with or without accommodations.

A student with a Section 504 plan shall be permitted reasonable accommodations as specified within his/her individual plan.

### Accommodations

Any student with a disability who is required to take a prescribed statewide assessment may be provided any specific accommodation(s), as documented in his/her IEP or Section 504 plan, that meets all of the following criteria:

- A. The accommodation is specified in the student’s IEP and is provided for classroom and districtwide assessments;
- B. The accommodation does not change the content or structure of the assessment;
- C. The accommodation does not change what type of knowledge or skill an assessment is intended to measure; and
- D. The accommodation does not change or enhance the student’s response as to what type of knowledge or skill is intended to be assessed, but it facilitates how the response is provided or accessed.

### Alternate Assessment

The opportunity to participate in alternate assessment should be available only to a small percentage of students with disabilities. The determination of whether a student should participate in alternate assessment will be made by the student’s IEP or Section 504 team according to the criteria established by the State Board of Education.

Alternate assessment is appropriate only for students who have the most severe disabilities and require the highest level of individualized instruction, such as students with severe limitations to cognitive functioning as documented by the student’s evaluation team report. Generally, participation in alternate assessment will not be appropriate for students engaged and making progress in the general curriculum. Participation in alternate assessment should never be based on the student’s disability, condition, achievement level, school attendance, or social/cultural factors.

The IEP or Section 504 team should document the student’s test taking status in the appropriate sections of the IEP or the Section 504 plan, and pertinent status codes should be recorded through the Education Management Information System.

### Limited English Proficient (LEP) Students

For purposes of this policy, a student shall be identified as limited English proficient (“LEP”) if the student meets the following criteria:

- A. The student is aged 3 through 21 and is enrolled or preparing to enroll in an elementary or secondary school;
- B. The student’s primary language is not English, whether born in the U.S. or another country;
- C. Within the school year, the student has been identified as being an individual whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual one of the following:
  - (1) The ability to meet the proficient level of achievement on statewide achievement tests;
  - (2) The ability to achieve successfully in classrooms where the language of instruction is English; or
  - (3) The opportunity to participate fully in society.

Students must be classified as LEP until they are exited from the LEP program according to state criteria. Each LEP student shall be assessed annually with Ohio’s approved English language proficiency assessment.

LEP students must participate in statewide assessments. LEP students who have been enrolled in U.S. schools for no more than 180 school days and have not been previously exempted shall be exempt for one year from taking any required statewide reading, writing, or English language arts assessment, other than Ohio’s approved English language proficiency assessment.

LEP students who meet the criterion for exemption from the reading and writing assessments on state achievement tests are required to participate in all other state assessments and must meet the other performance standards required of all students. All reporting related to statewide testing of LEP students shall be in accordance with state law and State Department of Education rules.

For purposes of statewide testing, LEP students may receive accommodations as approved by the State Department of Education.

LEGAL REFS.: O.R.C. §3301.0711  
O.A.C. 3301-35-04; 3301-13-03

Revised: \_\_\_\_\_, 2012

### **ACHIEVEMENT TESTING POLICIES**

The district, in its program of Ohio Proficiency Testing, adheres to all rules, regulations and guidelines issued by the Ohio Department of Education. Questions or uncertain issues are verified and/or clarified when necessary through communication with the Bureau of Assessment and other appropriate state agencies on an as needed basis. The district, likewise amends and adjusts its testing program as appropriate and directed by the Ohio Department of Education. District coordinators and administrators maintain awareness of changes through attendance at related meetings sponsored by the Ohio Department of Education and other agencies.

#### **Security Provisions**

All test questions and test related materials are considered secure for the length of time established by law and are subject to both the Administrative and Revised Code of the State of Ohio.

It is unethical and illegal to use any secure materials to prepare students for the test or to assist students who have failed the test. Test materials may not be reproduced during the period of time established by Ohio law.

No person shall teach students the answers to specific test questions, copy or otherwise reproduce secure test materials for use by students, change student's responses on the answer sheets, or in any other way cheat or assist a student to cheat.

The Superintendent or his/her designee(s) are authorized to have access to the test materials. The Superintendent/designee shall be responsible for ensuring that all test security provisions are met while test materials are in the district and/or in the building. Therefore, the Superintendent or his/her designee(s) shall be responsible for receiving and keeping all test materials in a secure location; disseminating materials to teachers, coordinators, examiners, or proctors; overseeing test procedures; collecting all tests and answer sheets; and overseeing the shipping of test materials to the site(s) at which scoring and reporting services will be provided.

Test monitors are assigned by the Superintendent or designee. Only test monitors are permitted in the testing rooms with students and no one else is to have access to testing materials.

#### **Handling and Tracking of Test Materials**

Testing materials sent to the school will be opened only by the building test coordinator.

Test materials will be stored in a secure, locked room until testing begins.

Test materials will be unpacked, counted, and organized for testing by the building test coordinator and designated assistants.

Test materials shall be personally delivered to other buildings by the district coordinator or designated assistants. Materials shall be returned by the building coordinators or designated assistants to the district coordinator at the conclusion of testing.

Test administrators and room monitors will determine that all test materials are returned to them before students are permitted to leave the testing rooms. Any discrepancies shall be reported immediately to the building and district coordinator.

Under no circumstances except building emergencies shall the test administrators leave the testing room unsupervised. In the event of an emergency, students should place the answer sheet inside the test booklet and leave all materials at their desks. The room will be locked by the test administrator.

After testing is completed each day all test materials will be returned to the building coordinator and will be secured while not in use.

After all testing is completed the answer sheets and booklets will be counted and packed by the building test coordinator.

Materials will be stored in a secure location until pick-up by the carrier is completed.

#### Violations of Test Security

The following prohibited behaviors will be reported immediately to the building and district coordinators:

- removal of any test materials from the testing rooms
- possession of a test booklet other than that given to each student during testing
- possession of written or other material pertaining to the test questions
- use of calculators (except on grades 6, 7, 8 achievement tests and the Ohio Graduation Tests in math and science)
- giving or receiving assistance on the test
- looking at someone else's answer document
- marking items for a test which was administered earlier
- any other behavior which indicates cheating

Test monitors and proctors should attempt to verify each other's observations of violations when possible using reasonable and non-disruptive methods. Additionally, the examiners shall describe in writing as comprehensively as possible the circumstances of the alleged violation.

Once reported to the building coordinator, the alleged incident will be investigated in consultation with the appropriate principal.

### Penalties for Confirmed Security Violations

Students confirmed of cheating or assisting another to cheat will have their test(s) invalidated and may be subject to further discipline. Parents will be notified in writing of the incident and the State Department of Education will be notified of the violation within ten (10) days.

Employees failing to follow security provisions may be subject to suspension or termination of employment. The State Board of Education may seek the suspension of a teaching certificate or license and prosecution under the state criminal code may occur. The State Department of Education shall be notified of the security violation within ten (10) days.

Students and employees accused of violations will be provided due process according to established district procedures.

Publication of these security provisions is required by the State of Ohio.

### Access to Results

Parents and students will be informed of results in a timely manner following the district's receipt of them. Records will be kept in the student's file. Those persons having legal access to student academic information will also have access to Proficiency Test scores.



## **EDUCATIONAL OPTIONS**

### Guidelines for Use of Educational Options

Generally, educational options may be used to meet specific needs of individual students requiring remediation or enrichment activities under unusual circumstances and in addition to, or in special cases, in place of the regular school offerings, or to meet unusual educational needs of students identified as gifted. In the area of enrichment and remediation, objectives and activities must be related to adopted courses of study.

All educational options require:

- A. Approval of the Superintendent or designee.
- B. Parent approval for students under eighteen years of age (and unmarried).
- C. Instructional plan that is based on individual student needs, which shall include:
  1. Instructional objectives that align with the district’s curriculum requirements;
  2. An outline that specifies instructional activities, materials, and learning environments;
  3. A description of the criteria and methods for assessing student performance.
- D. Involvement of a credentialed teacher in reviewing the instructional plan, providing or supervising instruction, and evaluating pupil performance.
- E. Credit Issuance
  1. Students must have entered high school to receive high school credit toward graduation for participation in approved educational options. Participation in approved educational options prior to high school entrance may be used for promotion purposes if time requirements are met, quality of student performance relative to the objectives of the option is sufficient, and the district has designated the option for use at the K-8 level.
  2. Students and parents have been notified through student handbooks that credit/promotion consideration may be given for those educational options which have been approved by the Board of Education.

Revised: March 18, 2015

**CAREER-TECHNICAL EDUCATION PROGRAM**

The Board of Education Board believes that:

- A. Each student who chooses, is to be provided a career-technical education which will prepare the student for his/her occupation.
- B. It is vital for every individual to have the opportunity to pursue a career that gives him or her a sense of achievement and pride.
- C. Educational programs should link the world of work to the individual's need to select and be trained for meaningful employment.
- D. The above-cited aspects of the educational process are developmental for all individuals and are a responsibility which must be shared by the schools, the home, and the business and industrial community.

Therefore, the Career Technical Education Program shall be provided by those schools approved by the Superintendent.

LEGAL REFS: O.R.C. §3313.90

Revised: March 18, 2015

### **HOMEBOUND INSTRUCTION PROGRAM**

- A. Children who, because of illness or temporary disability, will be unable to attend school for nineteen (19) consecutive days or less, should notify the building principal, so that provisions for keeping abreast of classroom activities can be made. Assignments and make-up activities shall be provided on a periodic basis so that re-entry will be routine.
1. Parents Responsibility
    - a. Notify school of reason and probable period of absence.
    - b. Pick up work assignments and return when completed.
  2. School's Responsibility
    - a. Provide assignments necessary to maintain classroom progress.
    - b. Grade, evaluate and advise of progress being made.
- B. Children who, because of an illness or temporary disability, will be unable to attend school or their special education program, even with transportation, are eligible for home instruction.
1. Parent's Responsibility
    - a. Notify school of reason and probable period of absence.
    - b. Provide school with documentation by doctor that probable handicapping period will be in excess of twenty (20) consecutive school days.
  2. School Responsibility
    - a. Complete documentation including MFE results, if appropriate.
    - b. Develop IEP or Section 504 plan appropriate for meeting child's needs.
    - c. Provide one (1) hour of home instruction for each day child is unable to attend school as a minimum by a teacher holding an Ohio teacher's license.

- C. Other home instruction tutoring shall be in compliance with state standards. In assigning home instruction tutors, first priority will be to select a Board approved tutor with subject specific licensure in the areas of student need; at a minimum, if such a tutor is not available, a tutor who has licensure in at least one area of the student's needs may be assigned upon the approval of the Superintendent.
- D. Instruction may be withheld in accordance with law or when the safety of the student or instructor is at issue.

### **HOME SCHOOLING**

The Superintendent of the Mid-Ohio Educational Service Center may excuse a student from compulsory school attendance for the purpose of home schooling as provided in O.R.C. §3321.04 and O.A.C. Chapter 3301-34.

#### **Access to School Materials and Services**

- A. The district may provide educational textbooks, materials, supplemental materials, or supplies to non-enrolled students.
- B. Students approved for home schooling may not participate in extra-curricular activities.
- C. Home schooled students may not elect to be enrolled as part-time students.
- D. Home schooled students are exempted from the compulsory school attendance laws and, therefore, are no longer under the jurisdiction of the school district in which they reside, until such time they choose to re-enroll.
- E. Home schooled students may, upon written request, participate in the district's testing program.
- F. Home schooled students are not eligible for technology services provided by the school district - i.e., Internet accounts, etc. ("*acceptable use*" agreement).
- G. Requests for services mandated by an active IEP must be made by a parent/guardian to the Superintendent or his/her designee. The student should be enrolled and counted in the district's ADM. An IEP conference should be held to write the details of the delivery of service (time, place, etc.) and describe the educational plan for home schooling. A special excuse from the compulsory attendance laws from the Superintendent would have to be created.
- H. Home schooled students do not qualify for auxiliary services as they might if they were attending a private or parochial school.
- I. Testing is to occur at school at the same time that the student's peer group is tested.

It is the parent's responsibility to request test dates and places from the administration.

Any testing expense should be borne by the district as long as it occurs at school at the same time that the student's peer group is tested--independent test administration will be at the expense of the parent.

Entry and Re-Entry of Home Schooled Students

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

In making a placement decision, the Superintendent shall consider:

1. The child's most recent annual academic assessment report;
  2. Requiring the child to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for district students of similar age; and
  3. Other evaluation information that may include interviews with the child and the parent.
- B. Credit awarded for home schooling in grades 9-12 will be ungraded (converted to pass/fail).
- C. It is recommended that placement be based upon the results of a nationally normed, standardized achievement tests and a review of the home school records.
- D. Students who re-enroll from home schooling after ninth grade or later will not be eligible for class rank.
- E. On the high school transcript, the student will not be ranked due to home schooling.
- F. Students who re-enroll from home schooling after ninth grade or later will not be eligible for honors status distinctions such as National Honor Society and the Honors Diploma.
- G. The grade point average (GPA) will be based on years of attendance in the high school only and will necessitate a special notation or manual removal from class ranking list.
- H. Eligibility for athletics will be based on the guidelines established by the OHSAA.

### **SPECIAL EDUCATION PROGRAM**

By adopting the Model Policies and Procedures, the Lexington Local School District (the “District”) and its Board of Education (the “Board”) are adopting written policies and procedures regarding the manner in which the District fulfills their obligations under the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) and the *Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* (hereafter referred to as the “Operating Standards”). The Operating Standards require that the Board adopt written policies and procedures in a number of different areas, and the Board has chosen to adopt the model policies and procedures promulgated by the Ohio Department of Education’s Office for Exceptional Children (ODE-OEC) in order to satisfy these requirements of the Operating Standards.

The Model Policies and Procedures, while comprehensive, do not include every requirement set forth in the IDEA, the regulations implementing IDEA, the Operating Standards, the Ohio Revised Code (ORC) and/or the Ohio Administrative Code (OAC). The Board and the District recognize their obligation to follow these laws, regardless of whether their provisions are restated in the Model Policies and Procedures.



### **GIFTED EDUCATION PROGRAM**

The Board endorses the concept of providing alternative programs and services to meet the unique educational needs of academically gifted students. "Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under O.R.C. §3324.03.

Procedures shall meet the requirements of the State Department of Education and shall be on file in the Superintendent's office and available to the public.

#### **Screening and Identification**

It is the policy of this Board of Education to screen and identify gifted students in accordance with the following procedures:

- A. Students shall be screened, selected for further assessment and identified using the assessment instruments from the list approved by the State Department of Education that are determined to be appropriate for the particular student by the Superintendent or his/her designee.
- B. Students shall be identified as gifted based upon the following criteria:
  1. A student shall be identified as exhibiting "superior cognitive ability" if he/she did either of the following within the preceding twenty-four months:
    - a. Scored two standard deviations above the mean, minus the standard error of measurement, on an approved individual standardized intelligence test administered by a licensed school psychologist or licensed psychologist;
    - b. Scored at least two standard deviations above the mean, minus the standard error of measurement, on an approved standardized group intelligence test;
    - c. Performed at or above the ninety-fifth percentile on an approved individual or group standardized basic or composite battery of a nationally normed achievement test;
    - d. Attained an approved score on one or more above-grade level standardized nationally normed approved tests.
  2. A student shall be identified as exhibiting "specific academic ability" superior to children of similar age in a specific academic ability field if, within the preceding twenty-four months, he/she performs at or above the ninety-fifth percentile at the

national level on an approved individual or group standardized achievement test of specific academic ability in that field. A student may be identified as gifted in more than one specific academic ability field.

3. A student shall be identified as exhibiting "creative thinking ability" superior to children of a similar age if, within the previous twenty-four months, the student scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following:
    - a. Attained a sufficient score, as established by the Department of Education, on an approved individual or group test of creative ability;
    - b. Exhibited sufficient performance, as established by the Department of Education, on an approved checklist of creative behaviors.
  4. A student shall be identified as exhibiting "visual or performing arts ability" superior to that of children of similar age if the student has done both of the following:
    - a. Demonstrated through a display of work, an audition, or other performance or exhibition, superior ability in a visual or performing arts area;
    - b. Exhibited sufficient performance, as established by the Department of Education, on an approved checklist of behaviors related to a specific arts area.
- C. All district students, including minority or disadvantaged students, children with disabilities, and students for whom English is a second language shall have equal access to screening and further assessment.
  - D. All district students identified as gifted shall have an equal opportunity to receive any services offered by the district.
  - E. The Superintendent or his/her designee shall develop procedures for students to withdraw from gifted programs or services, for reassessment of students, and for assessment of students transferring into the district.
  - F. Disagreements between parents and the district concerning the identification and placement of gifted students shall be referred to the Superintendent or his/her designee, who will meet with the interested parties and render a written decision that shall be final.

### Plan for Identification

The Superintendent or his/her designee shall develop a plan for identifying gifted students. The plan shall be adopted by the Board of Education and, together with this policy, be submitted to the Department of Education for approval. The plan shall contain all of the following:

- A. A description of the assessment instruments from the list adopted by the Department of Education that the district will use to screen and identify gifted students;
- B. Acceptable scheduling procedures for screening and for administering assessment instruments for identifying gifted students which provide:
  - 1. At least two opportunities a year for assessment in the case of students requesting assessment or recommended for assessment by teachers, parents, or other students;
  - 2. Assurance of inclusion in screening and assessment procedures for minority and disadvantaged students, children with disabilities, and students for whom English is a second language;
  - 3. Assurance that any student transferring into the district will be assessed within ninety days of the transfer if requested by the parent.
- C. Procedures for notification of parents within thirty days of the results of any screening procedure or assessment instrument and the provision of an opportunity for parents to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services;
- D. A commitment that the district will accept scores on assessment instruments provided by other school districts or trained personnel outside the school district, if the assessment instruments are on the list approved by the State Department of Education.
- E. The plan may provide for the district to contract with any qualified public or private service provider to provide for screening or assessment services.

### Plan for Service

The Superintendent or his/her designee shall develop, in accordance with Department of Education guidelines, a plan for the service of identified gifted students enrolled in the District. The plan shall be filed with the Department of Education. Services included in the plan may include such options as the following:

- A. A differentiated curriculum;
- B. Cluster grouping;
- C. Mentorships;
- D. Accelerated course work;
- E. The post-secondary enrollment option program;
- F. Advanced placement;
- G. Honors classes;
- H. Magnet schools;
- I. Self-contained classrooms;
- J. Independent study;
- K. Other options identified in the guidelines of the Department of Education.

#### Annual Report

The Superintendent or his/her designee shall submit an annual report to the Department of Education specifying the number of students in each of grades kindergarten through twelfth screened, the number assessed, and the number identified as gifted in each category specified in O.R.C. §3324.03.

#### Distribution of Policy

The Superintendent or his/her designee shall take steps to ensure that this policy is distributed to parents.

### **COLLEGE CREDIT PLUS PROGRAM**

Beginning with the 2015-2016 school year, a secondary grade student who is a resident of this state may enroll at a college, on a full- or part-time basis, and complete nonsectarian, nonremedial courses for high school and college credit. This arrangement is known as the College Credit Plus Program (“Program”). Upon successful completion of college-level, nonremedial coursework applicable to at least one degree or professional certification at a partnering college, such student shall receive transcribed credit from the college, except for an advanced placement course or international baccalaureate diploma course, as described in O.R.C. §3313.6013(A)(2) and (3).

#### **Eligibility Restrictions**

To be eligible to participate in the Program, a student must be in the ninth, tenth, eleventh, or twelfth grade, and must satisfy the following requirements:

1. The student or the student’s parent shall inform the principal, or equivalent, of the student’s school by the first day of April of the student’s intent to participate in the Program during the following school year. Any student who fails to provide the notification by the required date may not participate in the Program during the following school year without the written consent of the principal, or equivalent. If a student seeks consent from the principal after failing to provide notification by the required date, the principal shall notify the Ohio Department of Education of the student’s intent to participate within ten days of the date on which the student seeks consent. If the principal does not provide written consent, the student may appeal the principal’s decision to the Superintendent. Not later than 30 days after the notice of the appeal, the Superintendent shall hear the appeal and shall make a decision to either grant or deny that student’s participation in the program. The decision of the Superintendent shall be final.
2. The student shall:
  - a. Apply to a public or a participating private college, or an eligible out-of-state college participating in the Program, in accordance with the college’s established procedures for admission, pursuant to O.R.C. §3365.05;
  - b. Be remediation free, in accordance with one of the assessments established under O.R.C. §3345.061(F). However, a student who scores within one standard error of measurement below the remediation-free threshold for one of those assessments shall be considered to have met this requirement if the student also either:

- (i) Has a cumulative high school GPA of at least 3.0;
  - (ii) Receives a recommendation from a school counselor, principal, or career-tech advisor; or
  - (iii) Meets the college's and relevant academic program's established standards for admission, enrollment, and course placement, including course-specific capacity limitations, pursuant to O.R.C. §3365.05.
- 3. The student shall elect at the time of enrollment to participate under either Option A or Option B of this paragraph for each course under the Program.
  - a. OPTION A: The student may elect, at the time of enrollment, to be responsible for payment of all tuition and the cost of all textbooks, materials, and fees associated with the course. A student electing this option also shall elect, at the time of enrollment, whether to receive only college credit or high school credit and college credit for the course.
    - (i) The student may elect to receive only college credit for the course, in which case the Board shall not award high school credit to the student.
    - (ii) The student may elect to receive both high school credit and college credit for the course. If the student successfully completes the course, the Board shall award the student high school credit, unless the student took the college courses during his or her expulsion from the District.
  - b. OPTION B: The student may elect, at the time of enrollment, for each course to have the college reimbursed under O.R.C. §3365.07. If the student successfully completes the course, the Board shall award the student high school credit, unless the student took the college courses during his or her expulsion from the District.
- 4. The student and the student's parent shall sign a form, provided by the District, stating that they have received the counseling required under O.R.C. §3365.04(B) and that they understand the responsibilities they must assume in the program. Counseling information shall include:
  - a. Program eligibility;
  - b. The process for granting academic credits;

- c. Any necessary financial arrangements for tuition, textbooks, and fees;
- d. Criteria for any transportation aid;
- e. Available support services;
- f. Scheduling;
- g. Communicating the possible consequences and benefits of participation, including all of the following:
  - (i) The consequences of failing or not completing a course under the Program, including the effect on the student’s ability to complete the secondary school’s graduation requirements;
  - (ii) The effect of the grade attained in a course under the Program being included in the student’s grade point average;
  - (iii) The benefits to the student for successfully completing a course under the Program, including the ability to reduce the overall costs of, and the amount of time required for, a college education.
- h. The academic and social responsibilities of students and parents under the Program;
- i. Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
- j. The standard packet of information for the program developed by the chancellor of higher education pursuant to O.R.C. §3365.

#### Limitations on Enrollment

A student in grade nine may not enroll in courses for which the student elects to receive credit toward high school graduation for more than the equivalent of four academic school years. A student may not enroll in courses in which the student elects to receive credit toward high school graduation for more than the equivalent of:

1. Three academic school years, if the student so enrolls for the first time in grade ten;

2. Two academic school years, if the student so enrolls for the first time in grade eleven;
3. One academic school year, if the student so enrolls for the first time in grade twelve.

These restrictions shall be reduced proportionately for any such student who enrolls in the program during the course of a school year.

#### Participation by Non-Secondary School Students

Students in grades seven and eight may participate in the Program if they meet the eligibility criteria required of secondary grade students for participation and shall be subject to the same requirements as secondary grade participants. The parent or guardian of a seventh or eighth grade student participating in the Program shall be responsible for any transportation related to participation in the Program.

#### Academic Consequences of Expulsion

The Board may deny high school credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Superintendent or Board. If a college withdraws its acceptance of an expelled student who elected to have the college reimbursed for each course under O.R.C. §3365.07, the Board shall not award high school credit for the college courses in which the student was enrolled at the time the college withdrew its acceptance.

#### Awarding Grades and Calculating Class Standing

The awarding of grades and the calculation of class standing for courses taken under the Program shall be equivalent to the District's policy for courses taken under an advanced standing program or for other courses designated as honors courses by the District.

#### Applicability of Credit

High school credit awarded for courses successfully completed under the Program shall count toward the graduation requirements and subject area requirements of the District. If a course comparable to one a student completed at a college is offered by the District, the Board shall award comparable credit for the course completed at the college. If no comparable course is offered by the District, the Board shall grant an appropriate number of elective credits to the participant.



Evidence of successful completion of each course and the high school credits awarded by the school shall be included in the student's record. The record shall indicate that the credits were earned as a participant under O.R.C. Chapter 3365 and shall include the name of the college at which the credits were earned.

#### Consequences of Withdrawal and Failure to Attain Passing Grades

If a college withdraws its acceptance of an expelled student who elected Option B, any reimbursement under O.R.C. §3365.07 for the student's attendance prior to the withdrawal shall be the same as would be paid for a student who voluntarily withdrew from the college at the same time in the term. If the withdrawal results in the college's receiving no reimbursement, the college or Board may require the student to return or pay for any textbooks and materials it provided the student free of charge.

If the Superintendent determines that the student has not attained a passing final grade in a college course in which the student enrolled under the Program, the Superintendent may seek reimbursement from the student or the student's parent for the amount of state funds paid to the college on behalf of the student for that college course. In accordance with O.R.C. §3313.642(C), the Board may withhold grades and credits received by the student for high school courses taken by the student until the student or the student's parent provides reimbursement.

Unless the student was expelled, the Superintendent shall not seek reimbursement from a student or a student's parent if the student is identified as economically disadvantaged according to rules adopted by the Ohio Department of Education.

#### Underperforming Students

An "underperforming student" is a student who meets at least one of the following conditions:

1. Has a cumulative grade point average of lower than 2.0 in the college courses taken through the college credit plus program;
2. Withdraws from, or receives no credit for, two (2) or more courses in the same term.

An "ineligible student" means a student who meets the definition of an underperforming student for two (2) consecutive terms of enrollment.

#### Probation

The District is responsible for placing an underperforming student on college credit plus ("CCP") probation within the CCP program. The District shall promptly notify the student, the

student's parent, and each institution of higher education in which the student is enrolled of the student's status. The District shall advise the student and the student's parent on requirements for continuing in the program.

While a student is on CCP probation, the following shall apply:

1. The student shall enroll in no more than one college course in any term.
2. The student shall not enroll in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.

If a student had registered for more than one college course for the next term prior to being placed on CCP probation, the student shall request each applicable institution of higher education to dis-enroll the student from courses as necessary to comply with OAC 3333-1-165.13(C)(2). If the student elects to remain enrolled in one course for the next term, the student shall notify the applicable institution of the course in which the student would like to remain enrolled. The institution will confirm the course enrollment and all course dis-enrollments in the pre-term notice of admission. In the event the student fails to dis-enroll from courses, the District shall promptly notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student shall be declared an ineligible student and dismissed from the program for the next term.

If a student takes a college course after being placed on CCP probation and the course grade raises the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the student shall be removed from CCP probation and may participate in the CCP program without restrictions, unless the student again becomes subject to this rule. If the student takes a college course while on CCP probation and the course grade does not raise the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the District will dismiss the student from the program.

### Dismissal

The District is responsible for dismissing an ineligible student from the college credit plus program. The District shall promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's dismissal.

A student who has been dismissed from the CCP program shall not take any college courses through the program. If the student had registered for any college courses for the next term prior to being dismissed from the program, the student shall request each applicable institution of higher education to dis-enroll the student from those courses. In the event the student fails to dis-enroll from courses as required by this paragraph, the District shall promptly notify the student

and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student's dismissal from the program shall continue for an additional term.

Failure to make academic progress, as defined in this policy will result in an extension of CCP dismissal.

After one term of CCP dismissal, a student may request that the District allow the student to participate in the CCP program. The District shall review the student's full high school and college academic record to determine the student's academic progress. The District shall continue the student's dismissal, place the student on CCP probation, or allow the student to participate in the program without restrictions in accordance with this policy. . For purposes of this paragraph, summer shall count as a term of dismissal from the program only if the student is enrolled in one or more high school courses during the summer.

### Appeals

A student who is dismissed from the CCP program, or is prohibited from taking a course in a subject may appeal the decision to the Superintendent. The Superintendent shall consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

1. Allow the student to participate in the program without restrictions;
2. Allow the student to take a course otherwise prohibited by this policy;
3. Allow the student to participate in the program on CCP probation;
4. Maintain the student's dismissal from the program.

The student must request an appeal within five (5) business days after being notified of the CCP dismissal or the CCP probation that prohibits the student from taking a course in a particular subject. The District shall promptly notify any institution of higher education in which the student is enrolled that the student has requested an appeal. The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is made. The decision shall be final. The District shall promptly notify any institution of higher education in which the student is enrolled of the decision.

LEGAL REF.: Ohio Revised Code Chapter 3365

Adopted: April 18, 2018

## **GUIDANCE PROGRAM**

The district's guidance program shall be incorporated into the curriculum to aid students in making informed and responsible decisions and in utilizing effective decision making processes. The guidance program shall be coordinated from the district office and shall provide for the participation of all those staff members and others who can help students acquire the insights and knowledge they need to become autonomous, mature members of adult society.

As suggested above, the primary purpose of the guidance program shall be to assist students in learning to make their own decisions concerning life's many choices—personal, educational, and vocational. Before completion of high school, each student should reach the point of maturity where the student—within the usual limits of circumstances—is able to make virtually all decisions affecting his or her life.

The second major purpose of the guidance program shall be to provide as fully as possible the information needed to make the best decisions. Such information shall include facts (test scores, vocational information, etc.) as well as estimates, judgments, opinions, and other advice. Part of the decision-making skills students are helped to learn shall be the solicitation and search for data and advice from a variety of sources as well as the evaluation and use of such information and suggestions.

### **Philosophy of Guidance and Counseling**

The guidance program of the district is intended to provide, for all students involved, a structured set of services which enhance their development as young people and as future adults. The goals of these services are to promote self-understanding, self-respect, self-reliance, respect for others, and an understanding of one's place within society. Following a developmental approach, the program provides guidance and counseling services which assist each student to make important decisions regarding his/her educational, vocational, personal, and social well-being. These services are best provided by offering appropriate information and a climate of understanding and support.

While guidance department services are focused primarily on working directly with students, it is recognized that maximum effectiveness is achieved through a harmonious working relationship with parents, teachers, administrators, and the community. Only through mutual concern and support can the goals be accomplished.

The guidance program shares with the entire school system a commitment to provide equal services and opportunities without regard to race, color, creed, gender, or disability. The implementation of guidance services at the various educational levels differs according to the maturity and needs of the students.

Guidance counseling services shall be provided to students in grades kindergarten through twelve (K - 12). The purpose of the guidance service is to help students:

- A. Select and participate in academic and other school activities that will best ensure achievement of defined educational and personal goals;
- B. Identify, analyze, and make contact with those agencies and institutions that can provide programs or services related to the student's goals and plans for the future;
- C. Resolve problems and overcome obstacles that are preventing a student from achieving his/her educational and personal goals;
- D. Assist a student to maintain productive relationships with other students, staff members, parents, and other adults, and/or organizations and institutions in the community.

### **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and church and within the district shall remain the free choice of the individual. The district must be neutral in matters of religion and will neither inhibit nor promote any particular religion or practices.

However, religion influences many areas of education, such as literature and history, and religion's role in civilization can, and should be properly taught. Moreover, it is proper for teachers to emphasize the generally accepted moral and ethical principles of all religions and to provide information to and the opportunity for students to study the forms of various religions. In other words, it is proper for teachers to teach about religion as opposed to teaching sectarian beliefs, although study of the Bible and other sacred documents as literary forms may inform students concerning particular sectarian beliefs.

Teachers shall be permitted to objectively expose students to information concerning religions and religious beliefs, but teachers shall not advocate, openly or covertly or by subtlety, a particular religion or religious beliefs.

### **EXTRACURRICULAR ACTIVITIES**

The Board of Education believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

- A. Require all student participation to be on a voluntary basis;
- B. Require that student activity funds should be used for purposes which benefit the student body of the school;
- C. Require that the management of student activity funds be the responsibility of the Treasurer with assistance from school system administration; and
- D. Permit the formation of student clubs, and other student groups organized to promote or pursue specialized athletic, social service, and social activities.

Pursuant to O.R.C. §3301.60, the district shall facilitate the opportunity for students who are children of military families who have transferred from another state (the “sending state”) to be included in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

#### **District-Sponsored Activities**

Each year the Board shall sponsor extracurricular activities recommended by the Superintendent. It will provide facilities and equipment, when and as appropriate, and arrange for faculty advisors to supervise the planning and conduct of the activities.

The Superintendent shall ensure that the planning, conduct, and evaluation of all extracurricular activities are in compliance with equal opportunity law, Board policies, and district guidelines.

Students are to be informed of all extracurricular activities and the requirements for participation. Provisions may be made to accommodate those students who may not have the ability to pay necessary fees.

Professional staff members may be employed as advisors by means of a supplemental contract based on the recommendation of the Superintendent and subject to the approval of the Board.

### District-Sanctioned Activities

In addition to extracurricular activities it sponsors, the Board may, from time to time, choose to permit certain activities which are not part of the regular extracurricular program of the district but which can benefit those students who wish to participate. Although permitting an activity, the Board:

- A. Will not assume any responsibility for its planning, conduct, or evaluation;
- B. Will not provide any funds or other resources;

The Board may make facilities available in accordance with its policy governing the use of school facilities.

No organization may use the name of the district or any other name which would associate the activity with the district without the consent of the Board. Requests for such consent must be submitted to the Superintendent and receive his/her recommendation prior to consideration by the Board.

### Loss of Instructional Time

Approved student activities that require the loss of instructional time shall be kept to a minimum. School district personnel shall not schedule activities at times that interfere with classroom instruction unless it is reasonably necessary. The Superintendent or designee may approve such activities if in his/her judgment:

- A. The benefits of the activity cannot be obtained within the scheduled instructional program.
- B. The activity contributes to the development of important skills or interests of the students involved.
- C. The total length of time does not impair the curricular achievement of the students involved.
- D. The students are given the opportunity and the responsibility for making up work.
- E. The experiences cannot be obtained outside of regular school hours.

The Superintendent or designee shall review and may approve requests for student participation in activities scheduled during the school day by organizations and agencies other than those of the Board of Education. Consideration shall be given to the activity as it relates to the learning experiences for students.

### “Extracurricular Activity” Defined

Pursuant to O.R.C. §3313.537, an “extracurricular activity” is a pupil activity program that a school or the district operates which is not included as a graded course of study, including an



interscholastic extracurricular activity that a school or the district sponsors or participates in and that has participants from more than one school or school district.

*The following student activity programs are “graded courses of study” within the District and are therefore excluded from the definition of “extracurricular activity”:*

*[To be provided by District if it chooses.]*

#### Participation of Nonpublic Community, and STEM School Students

If a student who is enrolled in a chartered or nonchartered nonpublic school, is enrolled in a community school established under Chapter 3314 of the Ohio Revised Code, or is enrolled in a science, technology, engineering, and mathematics (“STEM”) school established under Chapter 3326 of the Ohio Revised Code, would otherwise be entitled to attend school in the District pursuant to O.R.C. §§3313.64 or 3313.65, the Superintendent shall afford such student the opportunity to participate in those extracurricular activities that the student’s chartered or nonchartered nonpublic school does not offer. The opportunity to participate shall be offered at the District school to which the student would otherwise be assigned by the Superintendent under O.R.C. §3319.01 during the school year.

The Superintendent may afford any student enrolled in a chartered or nonchartered nonpublic school, a community school, or a STEM school, who is not entitled to attend school in the District under O.R.C. §§3313.64 or 3313.65, the opportunity to participate in an extracurricular activity offered by the District, if the nonpublic school in which the student is enrolled does not offer the extracurricular activity and either of the following apply:

- (1) The extracurricular activity is not interscholastic athletics or interscholastic contests or competition in music, drama, or forensics.
- (2) The extracurricular activity is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics. In order to participate, the student shall seek to participate at either the school district in which the student’s nonpublic school is located or the school district in which the student is entitled to attend school under O.R.C. §3313.64 or §3313.65, so long as the chosen district offers the extracurricular activity.

If the student seeks to participate at the school district in which the student’s nonpublic school is located, both of the following shall apply.

- (a) The superintendent of the school district in which the student is entitled to attend school must certify that the student has not participated in any extracurricular activity that is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics at that school district during that school year. If the student has participated in such an extracurricular activity at that school district during the school

year, the student shall be ineligible to participate in the extracurricular activity at the school district in which the student's nonpublic school is located for that school year.

- (b) The superintendent of the school district in which the student is entitled to attend school and the superintendent of the school district in which the student is seeking to participate must mutually agree, in writing, to allow the student to participate in the extracurricular activity at the school district in which the student's nonpublic school is located.

Chartered or nonchartered nonpublic school students, community school students, and STEM school students afforded the opportunity to participate in any of the District's extracurricular activities must be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the extracurricular activity. Such students must fulfill the same academic, nonacademic, and financial requirements as any other participant in the District's extracurricular activities.

No student who is enrolled in the District shall be denied the opportunity to participate in interscholastic athletics offered solely because the student is participating or has participated in the college credit plus program under Chapter 3365 of the Ohio Revised Code, so long as the student fulfills all other academic, nonacademic, and financial requirements that are not related to participation in the program.

Additionally, no student who is enrolled in a community school, STEM school, or nonpublic school or who is receiving home instruction shall be denied the opportunity to participate in interscholastic athletics at the District school in which the student is entitled to attend school under O.R.C. §3313.64 or §3313.65 solely because of participation in the college credit plus program, so long as the student meets the applicable requirements under O.R.C. §3313.537, §3313.5311, or §3313.5312 and fulfills all other academic, nonacademic, and financial requirements that are not related to participation in the program.

LEGAL REFS: O.R.C. §§3301.60; 3313.53, 3313.5311; 3313.5314; 3313.537

Revised: March 15, 2017

### **EXTRACURRICULAR ACTIVITIES ACADEMIC POLICY**

The Board recognizes the value of a program of extracurricular activities for students in grades 7-12 as an integral part of the total school experience for the students of the district and for the community. However, student participation in extracurricular activities is a privilege and not a right.

For the purpose of this policy, "Extracurricular Activities" refers to a pupil activity program that a school or the district sponsors, and is under the supervision of a coach/advisor/and/or director. "Extracurricular activities" do not include activities in the district's graded course of study. However, band and choir students not meeting these established standards will be excluded from all non-graded/non-credit related activities of the organization during the ensuing grade period.

As a condition for the privilege of participating in extracurricular activities, a student must have attained a minimum grade point average of \_\_\_\_ and received no more than one failing grade for any course in the district's graded course of study in the previous grade period. This standard will be effective with grades earned during the first grade period of the 2006-2007 school year.

If a student who becomes ineligible under these standards improves his/her grade point average enough during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

In the case of a student being educated under an IEP, the IEP team shall determine whether or not the student has met eligibility standards appropriate for participation in an extracurricular activity.

In addition, students participating in any program regulated by the Ohio High School Athletic Association (OHSAA) must also comply with any eligibility regulations and bylaws established by the Association.

If a student's Individualized Education Plan (IEP) indicates that an exemption from this policy would be appropriate, such eligibility requirements shall be adjusted accordingly for the student. However, the OHSAA mandates may not be exempted by an IEP.

## **INTERSCHOLASTIC ATHLETICS**

The Board of Education will provide high school and middle school students interscholastic athletic competition in a variety of sports as deemed appropriate. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports. In addition, the Board will provide intramural athletic activities as an outgrowth of class instruction in physical education and commensurate with the grade level of the students involved. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration.

### Policy Conditions

- A. Participation in interscholastic athletics is limited to students in grades 9-12 with participation of properly supervised teams from grades 7 and 8 also permitted in a limited program within their own grade levels with other schools.
- B. The athletic program is an integral part of the high school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
- C. Those individuals having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.
- D. Those programs governed by the Ohio High School Athletic Association (OHSAA) will adhere firmly to the rules and regulations of that body and to the philosophy of sports which OHSAA encourages. The eligibility of students to participate in the athletic program is determined in accordance with OHSAA regulations and the policies of the Board.
- E. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until written consent has been obtained from the parent.
- F. Expenditures for the athletic program are incorporated as part of the general budget of the Board and may be supplemented using pay-to-participate. Coaches of each sport will submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the principal for approval and inclusion in the general budget. No expenditures for athletic purposes may be made in excess of those listed in the budget without approval of the Superintendent.
- G. District participation in interscholastic athletics will be subject to approval by the Board of Education. This shall include approval of membership in any leagues, associations, or conferences, and of rules for student participation.

- H. Proof of insurance against accident or injury must be provided by the parents for students engaging in interscholastic athletics.
- I. An attempt will be made to have immediate medical supervision or CPR trained personnel at all athletic competition and practice sessions at all levels of competition. Any student who incurs an injury requiring a physician's care is to have the written approval of the physician prior to his/her return to participation.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

Further, participants, athletes, fans, and coaches/advisors shall encourage, promote, and practice good sportsmanship by respecting the officials and each other, as well as refraining from using profane/indecent or derogatory language.

#### Sudden Cardiac Arrest

Prior to the start of each athletic season, a school may hold an informational meeting for students, parents, guardians, other persons having care or charge of a student, physicians, pediatric cardiologists, athletic trainers, and any other persons regarding the symptoms and warning signs of sudden cardiac arrest for all ages of students.

No student shall participate in an athletic activity until the student has submitted to a designated school official a form signed by the student and the parent, guardian, or other person having care or charge of the student stating that the student and the parent, guardian, or other person having care or charge of the student have received and reviewed a copy of the information developed by the Ohio Department of Health and Ohio Department of Education and posted on their respective internet web sites. A completed form shall be submitted each school year in which the student participates in an athletic activity.

No individual shall coach an athletic activity unless the individual has completed, on an annual basis, the sudden cardiac arrest training course approved by the Ohio Department of Health.

A student shall not be allowed to participate in an athletic activity if either of the following is the case:

1. The student's biological parent, biological sibling, or biological child has previously experienced sudden cardiac arrest, and the student has not been evaluated and cleared for participation in an athletic activity by a physician authorized under Chapter 4731 of the Ohio Revised Code to practice medicine and surgery or osteopathic medicine and surgery.
2. The student is known to have exhibited syncope or fainting at any time prior to or following an athletic activity and has not been evaluated and cleared for return after exhibiting syncope or fainting.

A student shall be removed by the student's coach from participation in an athletic activity if the student exhibits syncope or fainting.

If a student is not allowed to participate in or is removed from participation in an athletic activity under this Policy, the student shall not be allowed to return to participation until the student is evaluated and cleared for return, in writing, by any of the following:

1. A physician authorized under Chapter 4731 of the Ohio Revised Code to practice medicine and surgery or osteopathic medicine and surgery, including a physician who specializes in cardiology;
2. A certified nurse practitioner, clinical nurse specialist, or certified nurse-midwife who holds a certificate of authority issued under Chapter 4723 of the Ohio Revised Code;
3. A physician assistant licensed under Chapter 4730 of the Ohio Revised Code;
4. An athletic trainer licensed under Chapter 4755 of the Ohio Revised Code.

The licensed health care providers specified above may consult with any other licensed or certified health care providers in order to determine whether a student is ready to return to participation.

A coach who violates any of the provisions of this Policy with respect to Sudden Cardiac Arrest may be subject to disciplinary action, up to and including termination.

The District, a member of the Board, or a District employee or volunteer, including a coach, is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing services or performing duties under this Policy, unless the act or omission constitutes willful or wanton misconduct. This Policy does not eliminate, limit, or reduce any other immunity or defense that the District, a member of the Board, or District employee or volunteer, including a coach, may be entitled to under Chapter 2744 or any other provision of the Ohio Revised Code or under Ohio common law.

LEGAL REF: O.R.C. §3313.5310

Adopted: September 20, 2017

### **STUDENT ORGANIZATIONS**

Student organizations in the Lexington Local School District shall generally be encouraged when they meet the criteria of contributing to learning rather than detracting from it. Such organization shall operate within the framework of the law, Board policy, and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation shall be facilitated in reasonable ways by district staff and through utilization of district resources.

The assignment of at least one faculty advisor to each student organization shall be required, and the approval by the Board of any student organization that requires the expenditure of budgeted funds or that may engage in activities of a divisive or controversial nature shall be obtained.

This policy applies to on-campus organizations only. It is not intended to restrict the organization of students into groups which function apart from the schools.

### **FIELD TRIPS**

A field trip is defined as any trip by students away from the school premises, under the supervision of a teacher, which is an integral part of or supplements an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips: (a) value of the activity to the particular class group or class groups; (b) relationship of the field trip activity to a particular aspect of classroom instruction; (c) suitability of the activity and distance traveled in terms of the age level; (d) mode and availability of transportation; and (e) cost.

Board of Education approval must be obtained for those field trips which are planned to keep children out of the district overnight or longer, or go outside of the boundaries of the State of Ohio. Application for such trips must normally be submitted to the building administrator at least forty-five (45) days prior to the projected trip departure date. In cases where the teacher or advisor does not become aware of the need for an out-of-state trip until after the forty-five (45) day limit (e.g., competitions), the application shall be submitted as soon as possible. The Superintendent's approval must be obtained for all such field trips.

To protect the safety of District students and staff, field trips will be indefinitely suspended in the event that the U.S. Department of Homeland Security's National Terrorism Advisory System (NTAS) issues an "imminent" or "elevated" threat alert. An NTAS threat alert of "imminent" warns of a credible, specific, and impending terrorist threat against the United States. An NTAS threat of "elevated" warns of a credible terrorist threat against the United States. Each threat alert is issued for a specific duration and automatically expires, unless new information becomes available to the U.S. Department of Homeland Security or the threat evolves.

In the event the U.S. Department of Homeland Security's National Terrorism Advisory System issues an "imminent" or "elevated" threat alert, prior Board approval for field trips and other District-sponsored trips activity automatically will be deemed revoked, without further Board action. Following the automatic expiration of an alert, the person or group who initially requested Board approval for the field trip or District-sponsored trip must again obtain Board approval before proceeding with the field trip or District-sponsored trip. In the event the Superintendent/Board revokes approval of a field trip or District-sponsored trip based upon an "imminent" or "elevated" threat alert, the District will not be responsible for any forfeited travel expense deposits or other lost monies.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically except where such participation is required as part of a credit course.



Participants in school events and field trips shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

#### Field Trip Guidelines

- A. The building principal is responsible for the enforcement of all rules pertaining to trips in his/her school.
- B. All pupils must have written permission from their parent or guardian before taking any trip.
- C. All trips must include the teacher and one or more adult supervisors, not including the bus driver.
- D. Requisition or application for a school bus should be made by the principal two weeks before the date of the trip.
- E. Elementary classes are eligible for one field trip per year and kindergarten limited to two (2) per semester.
- F. Junior and senior high classes are eligible for one field trip per year. Exceptions to this or any other regulation must be approved by the building principal and Superintendent.
- G. Trips should have a definite educational value. Pre-planning and discussion following the trip is necessary.
- H. Groups making a trip by other means than bus should get permission from the building principal and Superintendent. For reasons of safety, trips other than by bus should be discouraged.
- I. Field trips are prohibited during the first two weeks and last two weeks of the school year.
- J. All trips must be authorized by the building principal. Final approval of such trips must be made by the Assistant Superintendent, based on the availability of buses and drivers for such trips.



PARENT CONSENT FORM

To Whom It May Concern:

I hereby give my consent for \_\_\_\_\_ to participate in the  
(name of student)  
following activity \_\_\_\_\_ to be held in the city/town,  
(type of activity)  
state of \_\_\_\_\_ on \_\_\_\_\_.  
(date)

I further agree and covenant that I will not hold the Lexington Local School District Board of Education, or any teacher, official, agent, or employee of said Board of Education responsible for any accident, illness, or any other resulting injury which might result to the aforementioned student while on said activity, or as a result of participation in said activity.

Further, I hereby agree and covenant that I will be solely responsible for any damage or injury my son or daughter may cause during pendency of said activity and that I will save the Board, any teacher, official, agent or employee harmless for any expenses they may incur as a result of the damage or injury inflicted by my son or daughter.

It is anticipated that chaperones will exercise all reasonable precautionary measures in regard to the safety and welfare of my son or daughter while on this trip.

\_\_\_\_\_  
(Parent or Guardian)

\_\_\_\_\_  
(Student)

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

### **FACILITIES**

The Board of Education recognizes the importance of acquiring and maintaining facilities of a quality and quantity adequate to accommodate the enrollment and the philosophy of education and educational objectives of the school district.

All facilities of the Lexington Local School District shall be well-maintained, free from hazards, enhance the opportunities for learning, and be in compliance with applicable fire and safety laws and regulations and the Standards for Elementary and Secondary Schools of the State Board of Education.

Building principals are expected to plan the maintenance and daily schedule of duties for their respective buildings.

**SELECTION OF TEXTBOOKS, ELECTRONIC TEXTBOOKS,  
AND SUPPLEMENTARY MATERIALS**

Instructional materials and equipment, including media materials, technology, and other student support services shall be selected for the school district in accordance with the following principles:

- A. Such instructional materials (print and nonprint) shall be chosen for values of interest and enlightenment of all students in the community. Instructional materials shall not be excluded because of the race, nationality, or the political or religious views of the writer.
- B. Efforts will be made to provide material that presents all points of view concerning the problems and issues of our times, international, national, and local. Books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan doctrinal approval or disapproval.
- C. Censorship of instructional materials shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.
- D. The district's mission, educational goals, and strategic plan shall be supported;
- E. The standards specified in the course of study and the learning needs of students shall be supported.
- F. The credentialed staff shall be included in the selection.

Textbook and Electronic Textbook Adoption Procedures

The Board shall be the sole authority in determining and selecting all of the following to be used in the schools under its control:

- 1. Textbooks, pursuant to O.R.C. §3329.08, and reading lists;
- 2. Instructional materials;
- 3. Academic curriculum.

The Board may permit educators to create instructional materials, including textbooks, which are consistent with the curriculum adopted by the Board for use in the educators' classrooms.

The Board shall provide an opportunity for parents to review the selection of textbooks and reading lists, instructional materials, and the academic curriculum used by schools in the District.

The Board shall establish textbook and/or curriculum committees, which may include representation of teachers who use the texts, administrators, and other staff members. Students and parents may also be asked to serve on these committees.

A student or his/her parent(s) may purchase a copy of the duly-adopted textbook, regardless of format, for the District's purchase price, including shipping and handling plus ten percent.

The final decision on the recommendation of textbooks rests with the Superintendent, subject to official adoption by the Board of Education.

Necessary textbooks shall be furnished free of charge to the students. Further, all such textbooks shall be the property of the District.

A list of all approved textbooks shall be maintained in the Office of the Superintendent.

#### Procedure for Use of Non-District Materials

The teacher(s) or counselor(s) using the material will send written notification, which has been approved by the building principal, to the parent(s) of the students who are to be using, reading, viewing the material explaining the material to be used, when the material will be used and giving each parent the option to have his/her student opt out of participation in the using, reading, viewing of the material and any associated discussions. This will be without any ramifications to the student.

LEGAL REFS.: O.R.C. §§3329.05; 3329.06; 3313.21; 3313.212  
O.A.C. 3301-35-06

Revised: March 18, 2015

**SELECTION OF RESOURCE MATERIALS AND EQUIPMENT**  
**OTHER THAN TEXTBOOKS**

The Board shall provide supplementary reading books, library books, reference books and any other books except textbooks and electronic textbooks according to this policy.

The following standards are to be applied to the selection of resource materials:

- A. Materials shall be suited to the students to be served;
- B. Materials shall be factually accurate and of genuine literary or artistic value;
- C. Materials shall be of a quality and durability appropriate to their intended use and longevity;
- D. Materials shall relate to, support, and enrich the courses of study adopted by the Board;  
and
- E. A listing of all resource materials shall be made available for the use of the professional staff and for the information of the members of the Board.

Students shall be charged in accordance with law for the damage, destruction or loss of such materials.

Final decision regarding the selection of these materials rests with the Superintendent and the Board.

## **SELECTION OF LIBRARY MEDIA MATERIALS**

### General Philosophy

The principal functions of the Lexington Local Schools' Library Media Centers are to provide students and faculty with the materials necessary to support and expand the curriculum, to provide students with recreational materials, and to provide an area for independent growth and study. Students in the Library Media Center are encouraged to work independently, in groups, or in classes, since the Library Media Center should be considered the "hub" or center of the school on which the rest of the curriculum revolves. In the collections may be found a variety of formats, since not every student learns best in the same way. Therefore, the Library Media Center shall contain, but not be limited to, books, pamphlets, maps, pictorial materials, clippings, recordings, transparencies, filmstrips, films, sound and video tapes, globes, realia, etc. These shall be known as instructional materials.

### Philosophy of Selection

The responsibility for the selection of materials and their corresponding hardware rests with the library media specialist. Selection involves not only ordering new materials, but constantly re-evaluating the total collection and any gifts received for relevance and usefulness. Regular weeding of the collection is an important element of selection. It is a professional task that demands a thorough knowledge of the schools' curriculum and the community the school serves. Selection should involve the entire faculty in the choice of recreational materials. It must also rely upon the professional tools available to the media specialist and his/her professional judgment.

Selection shall be defined as the process by which the professional personnel choose the instructional materials using the criteria and procedures listed in the following sections.

### School Library Bill of Rights

All materials selected shall support state objectives of school library service and be consistent with the media selection policy and Library Bill of Rights as printed below:

- A. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- C. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- D. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.



- E. To provide materials representative of the many religions, ethnic, and cultural groups and their contributions to our American heritage.
- F. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

#### Responsibility for Selection of Materials

The Lexington Local Board of Education is legally responsible for all matters relating to the operation of the schools. However, the Board delegates the responsibility for the selection of instructional materials to the professionally trained personnel employed by the district.

Selection of materials involves the entire professional staff of each building. The media specialist, when employed in a specific building, coordinates and facilitates this selection. Where no media specialist exists, the building principal or professional staff member designated by him/her will take on this responsibility. The building media committee will help as directed by the media specialist or principal. The media committee should include the media specialist (if one is a member of the school staff), the principal, and selected professional staff members.

The secondary committee will be chaired by the media specialist. The elementary committees will be chaired by the principals and will include faculty volunteers and the library paraprofessionals.

#### Criteria for Selection

Needs of the individual school based on knowledge of the curriculum, existing collection, and requests from faculty and students are given first consideration. Materials for purchase are considered on the basis of:

- A. Reading level;
- B. Appeal to students in both content, style, and physical appearance;
- C. Value in the overall balance of the collection;
- D. Accuracy of subject material;
- E. Durability of physical aspects;
- F. Reputation and significance of the author/artist/composer/producer/publisher;
- G. Suitability of format for objectives to be met (i.e. motion need be shown by a film loop or movie);
- H. Professional criticism by reviews or staff members;

- I. Suitability of subject and style for the intended audience;
- J. Relevance to community needs;
- K. Importance as a document of the times, giving a true picture of life and the world;
- L. Objectivity of the source in presentation of controversial questions;
- M. Authority, accuracy, clarity of presentation (authenticity reflecting a valid and reliable viewpoint);
- N. Insight into human or social condition;
- O. Permanent or timely significance based on use, need; and
- P. Importance to the collection and its purposes.

The fact of indiscretions of profanity in a book should not automatically disqualify it. The decision should be made on the basis of whether the book presents life in its true proportion, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature on the reading level of the students, or for teacher use should be included in the library collection.

#### Procedures for Selection

In selecting materials for purchase, the media specialist evaluates the existing collection and consults:

- A. Reputable, unbiased, professionally prepared selection aids;
- B. Specialists from all departments and/or grade levels; and
- C. The media committee appointed by the principal to serve in an advisory capacity in the selection of materials.

The professionally prepared selection tools consist of: standard selection tools; recommended reading lists; exchange of materials with neighboring district school libraries; visits to book exhibits and displays; examinations of bookstore book stock; publishers' samples; reading lists from other school systems; texts and courses of study approved for use within the district; and recommendations from teachers, students, and parent-teacher clubs. Other sources must be evaluated with special care according to the statements of philosophy and policy.

Standard selection tools include the following: Bulletin of the Center for Children's Books, School Library Journal, Previews, Booklist, Hornbook, Ohio Reading Circle, and professional journals in specific educational fields, (i.e. Instructor, Grade Teacher, Arithmetic Teacher, etc.)

Gift materials are judged by the same standards as those used for materials to be purchased. The right to refuse gifts is reaffirmed. If accepted, the gift shall require no special conditions and may be disposed of when warranted.

Multiple items of outstanding and much in demand media are purchased as needed.

Worn or missing standard items are replaced periodically.

Out-of-date or no longer useful materials should be weeded from the collection on the basis of the selection criteria stated above. Materials to be considered for weeding include:

- A. Out-of-date history materials;
- B. Outdated science and social science materials;
- C. Fiction in which today's students have no interest; and
- D. Multiple copies of seldom used titles.

Constant re-evaluation is essential to maintain the collection. Disposal of materials shall be as follows:

- A. Media-specialist prepares list.
- B. Media committee reviews materials or list and concurs in judgment.
- C. Prepared list is distributed to faculty for them to take any they wish. Media specialist may choose to clip relevant materials for the vertical file and destroy the remainder of the book.
- D. Offer materials to students, free of charge.
- E. Destroy any unwanted books (i.e. those not taken by teachers or students).

Materials that are beyond repair may also be weeded following the procedure above.

### Magazines

Magazine subscriptions are reviewed annually. Periodicals are purchased because of their overall reputation and are not rejected because of an occasional article which may be offensive.

This review should make it possible to remove those periodicals which undergo a radical change of editorial policy not in keeping with the needs of the school.

### Challenged Materials

Occasional objections to a selection may be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials. The principle of freedom to read and of the professional responsibility of the staff must be defended, rather than the materials.

If a complaint is made, the procedures are as follows:

- A. Be courteous, but make no commitments.
- B. Invite the complainant to file his/her objections in writing and give him/her the prepared questionnaire to be returned to the building principal for action by the media committee.
- C. Inform the Superintendent and department chairpersons of the challenge.
- D. The media committee will consist of one Board member, the principal of the building involved, the media specialist involved, and two staff members from the building media committee. The complainant is invited to be a non-voting member of the committee. The procedure, as explained below, is applicable to all individuals, including school personnel and Board members. This committee will:
  1. Read and examine materials referred to it. Additional copies will be secured from neighboring school and public libraries.
  2. Check general acceptance of the material by reading reviews.
  3. Weigh merits of the material as a whole and not on passages pulled out of context. Compare its merits against the negative opinions expressed by the challenger and reviewing sources. Bear in mind local community standards as well as the principles of freedom to learn and read. The decision to keep or remove the material shall be based on the criteria given above.
  4. Meet to discuss the material and prepare a report on it. This report will consist of a review of the material in the context of its use in the Lexington school community.
  5. File a copy of the report in the building and administrative offices and send one copy to the challenger.
  6. There will be a one-month time limit from the assigning of the book to be read to the committee and the announcement of the committee's decision. No action on

the book or material will be taken until a formal complaint (in writing) has been submitted. The material is removed from the shelf and assigned to the committee to review. However, final removal of the material occurs only after the decision of the committee has been made.

7. The complainant can appeal the committee's decision within two weeks to the Superintendent of Schools. After the appeal has been made, the Superintendent is to make a decision on the title. The Superintendent has one month in which to file his decision with the Board of Education and send one copy to the challenger. The Superintendent acts as the court of last resort concerning the challenge of the title.
  8. If the title is to remain in the collection, it may not be challenged again for one calendar year from the date the decision of the committee is filed in the school and administrative offices.
- E. If a complainant wishes to make his/her complaint to the Board of Education, he/she will be informed that his/her complaint must go through the channels explained above. The Board of Education will take no action on any complaint which is not correctly filed.

### **HOMEWORK**

The Board of Education believes that homework is an important part of the educational process. Homework assignments shall support clearly defined school and classroom learning objectives and shall be used to reinforce or enhance school experiences.

The immediate purpose of homework assignments may be to:

- A. Strengthen basic skills;
- B. Promote growth in self-responsibility and self-direction in learning;
- C. Enrich and extend classroom learning;
- D. Stimulate and further interests;
- E. Reinforce independent study skills;
- F. Develop initiative, responsibility, and self-direction; and
- G. Acquaint parents with the work students do in school.

Homework assignments shall be planned in accordance with the following principles:

- A. The quantity of homework should be reasonable. Assignments should be planned and coordinated so that teachers in the several subject areas avoid excessive amounts given to the student at any one time.
- B. All homework should reflect or reinforce materials already previewed and explained.
- C. The purpose of the homework assignment and the relation to what has been learned must be clearly understood by the student. Students should understand not only what to do, but also how to do it.
- D. All homework assignments must be evaluated or reviewed in some manner by the teacher and returned to the student.
- E. Projects should be assigned only when they contribute to a child's education. Homework should not be used as a punishment.
- F. In assigning homework, the teacher should consider the individual student's need, ability, home situation and the availability of resources in the home environment.
- G. Teachers should notify parents if a student consistently fails to do homework assignments.

**COMPUTER NETWORK AND INTERNET**  
**ACCEPTABLE USE POLICY AND AGREEMENT**

**Please read the following carefully before signing this document. This is a legally binding document.**

The Lexington Local School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Computer Network and Internet Acceptable Use and Safety Policy and Agreement ("Policy and Agreement") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this Policy and Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the school as directed or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and she/he may be subject to additional disciplinary action. **The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

Personal Responsibility

By signing this Policy and Agreement, the student and parent are agreeing to follow the rules contained in this Policy and to report any misuse of the network to the person(s) designated by the school or district for such reporting. Misuse means any violation of this Policy or any other use that is not included in the Policy but has the effect of harming the system or the property of others.

### Term of the Permitted Use

A student who submits to the school, as directed, a properly signed Policy and follows the Policy to which he or she has agreed will have computer network and Internet access. Access to the computer network and the Internet will expire when the student is no longer enrolled in the district or when the parent or guardian revoke their Agreement in writing.

### Internet – Terms and Conditions

1. **Acceptable Use** – The school district is providing access to its computer networks *only* for educational purposes. If the student has any doubt about whether a contemplated activity is for educational purposes, he or she may consult with the person(s) designated by the school to assist the student in deciding if a use is appropriate.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account must attend an inservice which will include discussion on the proper use of the network.) The system administrators will determine what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. School administrators may deny, revoke or suspend through the System Administrator the use of an account. Faculty and staff of the Lexington Local School District may also request the appropriate school administrator to deny, revoke, or suspend specific user accounts.
3. **Unacceptable Use-** Among the uses of the network that are considered unacceptable and which constitute a violation of this Policy are the following:

The use of accounts must be in support of education and academic research and consistent with the educational objectives of the Lexington Local School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. These include but are not limited to: copyrighted material, threatening and obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use of product advertisement or political lobbying is prohibited. The use of obscene, pornographic, vulgar, threatening, harassing, abusive, defamatory language or other graphic communications, which creates a substantial risk of materially and substantially disrupting the Lexington Local Schools, or of creating liability for the schools, in either public or private messages, is expressly forbidden. The staff of the Lexington Local Schools will be the primary arbiter of what constitutes such impermissible or other communication. Users shall immediately cease and desist activity upon request, pending resolution of any issues concerning the messages in question. Complaints about any Internet resource shall be made to the



building principal per the Board of Education Policy regarding complaints concerning instructional materials.

4. **Netiquette** – All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not get rude or abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgar, suggestive, obscene, belligerent, threatening, harassing or any other inappropriate language.
  - c. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which contains or is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, disability, or sexual orientation.
  - d. Do not assume that a sender of e-mail is giving his or her permission to forward or redistribute the message to third parties or to give his or her e-mail address to third parties. This should only be done with permission or when it is known that the individual would have no objection.
  - e. Do not use the network in such a way that would disrupt the use of the network by other users.
  - f. Be considerate when sending attachments with e-mail (when this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials that are inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
2. **Personal Safety.** Be safe. In using the computer network and Internet, users should not reveal personal information, such as a home address or telephone number. Users should not use their real last name or reveal any other information that might allow a person to locate the user without first obtaining the permission of a supervising teacher. Users should not arrange a face-to-face meeting with someone they “meet” on the computer network or

Internet without parental permission (if under 18). Regardless of age, users should never agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

3. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use that violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or that violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Vandalism and Harassment.** Vandalism or harassment may result in the cancellation of privileges. Vandalism is defined as any attempt to harm or destroy hardware, data of another user, the Internet or network that are connected to the Lexington Local Schools. This includes, but is not limited to, the uploading or creation of computer viruses.

Harassment is defined as persistent annoyance of another user, or the interference of another user’s work. Harassment includes, but is not limited to, the sending of unwanted mail. Vandalism or harassment is also subject to disciplinary consequences in accord with the Lexington Local School District Code of Conduct.

5. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is over 18 years of age, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
6. **Active Restriction Measures.** The school, either by itself or in conjunction with the Data Acquisition Site providing Internet access, will utilize filtering software or other technology protection measures to prevent all users from accessing visual depictions that are (a) obscene, as that term is defined in 18 U.S.C. §1460; or child pornography, as that term is defined in 18 U.S.C. §2256; and (c) to prevent students from accessing visual depictions that are harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors, as determined by the Board of Education and/or Superintendent or designee.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 U.S.C. §254(h)(7)), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district shall provide education to all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and Cyber bullying awareness and response.

### Privacy

Network and Internet access is provided as a tool for education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Warranties/Indemnification

The Lexington Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney fees) of any kind, suffered directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Lexington Local School District, the school, and the Data Acquisition Site that provides computer and Internet access to the school district and all of their Board members, administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the

user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event the school initiates an investigation of the user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### Charges

The user will be responsible for any monetary charges incurred for use or purchase through computer accounts.

### Failure to Follow Policy

The user's use of the computer network and Internet is a privilege and not a right. A user who violates this Policy shall, at a minimum, have his or her access to the computer network and the Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this Policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network or Internet, including any user whose access has been denied or terminated. The school district may also take other appropriate disciplinary action.

### Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents/guardians) or the new Policy must be signed if the user wishes to continue to receive service. If, after account information has been provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

### Acceptance of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Lexington Local School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio, and the United States of America.

### Additional Rules and Regulations

Additional Rules and Regulations will be developed from time to time as conditions warrant. Users will be expected to comply with the rules.

Release

In consideration for the privilege of using the Lexington Local Schools Computer Network and in consideration for having access to the information contained on it, every account user releases the Lexington Local Schools, its operators and administrators from any and all claims of any nature arising from his/her use, or inability to use, the Lexington Local Schools Computer Network.

**STUDENT'S AGREEMENT**

**Every student, regardless of age, must read this Policy and sign below:**

I have read, understand, and will abide by the above Terms and Conditions for Use of the Internet. I further understand that any violation of the Policy set forth above is unethical, a violation of the Code of Student Conduct, and may constitute a criminal offense. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken against me.

\_\_\_\_\_  
Student Name (Print or type clearly)

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

User (place an "X" in the correct blank):      I am 18 or older \_\_\_\_\_      I am under 18 \_\_\_\_\_

If I am signing this Policy when I am under 18, I understand that, when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy

-----

**PARENT’S OR GUARDIAN’S AGREEMENT**

\_\_\_\_\_  
Student’s Name

**To be read and signed by parents or guardians of students who are under 18:**

As the parent or legal guardian of this student, I have read, understand, and agree that my child or ward shall comply with the School District’s Terms and Conditions for Use of the Internet set forth above. I understand that this access is being provided for educational purposes only. I also recognize that it is impossible for the Lexington Local Schools to restrict access to all offensive and controversial materials and understand and acknowledge my child’s or ward’s responsibility to abide by this Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District, and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against any and all claims, damages, losses and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to such networks or his or her violation of the foregoing Policy, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision of my child’s or ward’s use of his or her access account if and when such access is outside the school setting. I hereby give permission to issue an account for my child or ward to access the School District’s computer network and the Internet and certify that the information contained on this form is correct.

Parent or Guardian (please print): \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Address

**APPLICATION PORTION OF DOCUMENT**

User's Full Name (please print): \_\_\_\_\_

User's Social Security Number: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I am a Lexington Local School District student and will graduate in \_\_\_\_\_

Revised: \_\_\_\_\_, 2012

## **CREDIT FLEXIBILITY**

### **Lexington High School Flex Credit Options**

The Lexington Local Schools have approved the state-mandated “Flexible Credit” option for our students. With Flexible Credit, students will be able to show what they know and move on to other more advanced classes or take elective courses in other departments. They will be able to earn course credit in ways not limited to “seat time” or the walls of the school building. They will be able to customize aspects of their learning around their interests and needs, which might include flexible schedules, a choice of modalities (e.g. online learning or community-based projects), as well as options to pursue niche interest areas, combine subjects, graduate early, or take other high school elective courses.

#### **Why Flex Credit?**

Research and experience indicates that a flexible learning environment encourages student self-direction and motivates learners to develop new skills and fulfill their potential. It also recognizes that while learning experiences must be high quality, not all learning happens inside the classroom or in formal education settings.

With Flex Credit, high school students can earn credit in three ways, or in a combination of these ways:

1. Complete traditional coursework.
2. Test out or otherwise exhibit mastery of the course content.
3. Pursue one or more “educational options” (e.g. distance learning, independent study or distance learning).

#### **Important Deadlines and Dates**

- Applications for Flex Credit through the Proficiency Option or the Educational Option are due October 15<sup>th</sup> for the January administration, April 15<sup>th</sup> for the June administration, and June 15<sup>th</sup> for the summer administration.
- Proficiency Assessments will take place in January (dates to be determined), the first week after school concludes in June, and in the summer (dates to be determined).
- Final materials to demonstrate learning for the Educational Option are due September 15<sup>th</sup>, December 15<sup>th</sup>, or May 15<sup>th</sup>.



Flex Credit has great potential to expand students' interest in their learning and to also increase the opportunities for them to grow as learners.

### **A Summary of the Proficiency Portion of Flex Credit**

#### **A. Proficiency Assessment Development:**

1. Departmental Assessment(s) – Departments will develop appropriate end of course assessments.
2. Departments may have multiple elements to exams (e.g. a multiple-choice section and an essay section OR a written section and a lab or performance component).
3. Exams may be given in parts.
4. Performance-based elements are to be included (e.g. lab work, physical activity, speech, painting, research paper/project).
5. At the time of the Proficiency Assessment, students may be asked to bring examples of work (e.g. artwork, writings, etc.) to demonstrate elements of a course not able to be assessed during the exam time.
6. Proficiency Assessments may be generated from questions used throughout the course on other assessments.

#### **B. Proficiency Assessments will take place several times annually.**

1. Proficiency Testing will take place the first week of January, the first week after school concludes in June, and the second week of August.
2. Each subject area will have a discrete time for test administration.

#### **C. Appeal Process**

1. Lexington High School will maintain documentation/recording of exams.  
Additionally:
2. LHS will establish a committee for appeals.
3. An appeal should take place within a week of the initial score.
4. An assessment may be rescored by a second person selected by the principal.

#### **D. Application Process**

1. The application will be completed and submitted to the student's counselor.
2. The application must be completed approximately two months in advance of the test: June 15<sup>th</sup> for the August administration; October 15<sup>th</sup> for the January administration; and April 15<sup>th</sup> for the June administration of tests.
3. A letter will be sent home to students and their parents confirming which test(s) their child has requested.
4. A student may not take a Proficiency Exam once enrolled in a class, even to regain credit for a portion failed.
5. A student may elect, during the drop/add time at the beginning of a course, to drop a course and register for Proficiency for that course.

#### **Earning Credit**

1. Students must score a minimum of 85% on the overall proficiency assessment to move on to the next course/level.
2. Exam grading will take place within each department, by the teacher of record.
3. Exams must be scored in a timely manner.
4. A student will receive a standard grade after the exam is scored
5. The assessment score will be the grade.
6. Credit is awarded per school guidelines.
7. The building Principal will determine the teacher of record.
8. The building Administration will review exams for appropriate level of rigor.

#### **Educational Options Portion of Flex Credit**

1. Students will develop a formal proposal and present it to the student's counselor and the building principal. The proposal will include evidence of planning and the establishment of benchmarks.

2. The Counselors and teachers of record will be available to assist students in developing proposals.
3. April 15<sup>th</sup>, October 15<sup>th</sup>, and June 15<sup>th</sup> will be the deadlines for submitting Educational Options proposals to the Career Education teachers. (These dates coincide with the Proficiency Option deadlines.)
4. Proposals will be reviewed and approved by the student’s counselor, teacher of record and the Building Principal. Proposals will include the number of credits requested. The rejection of a proposal or credit request can be appealed.
5. The school will not be obligated to mentor students in their work.
6. Credit will be granted for what students learn from their experiences, not just having an experience. A minimum of 85% proficiency is required to earn credit.
7. Students will develop and present a product or products that demonstrate their learning (reflection paper, portfolio, etc.) to a panel selected by the student’s counselor and the building principal. Outside “experts” may be called upon to advise the panel on the learning evidence presented. Projects must be submitted by September 15<sup>th</sup>, December 15<sup>th</sup>, or May 15<sup>th</sup>. Students may apply in writing to the Building Principal for an extension.
8. Coordination and oversight of progress of the Education Options project the student’s counselor and the teacher of record. At the end of each grading period, students must submit a report of their progress to their counselor.
9. Grades will be determined by the evaluation panel using a rubric created for the project prior to the start of the project.
10. Credit can be granted for a specific course or department credit, which is to be determined prior to the start of the project.
11. Initial appeals are to be made to the evaluation panel who rejected the proposal or who evaluated the product. The second appeal goes to a committee appointed by the principal. The committee will give a written report of their decision.

## **Flex Credit – Educational Options**

### **Creating a Proposal**

- I. Description of Your Learning Experience

- A. Advisor’s Name (if applicable)
- B. Mentor’s Name
  - 1. Mentor’s preferred means of contact
  - 2. Name of site
- C. Developing Your Proposal
  - 1. Create a description of your project or experience, along with its purpose, using specific and concrete details. The following are questions to assist you in writing your proposal. Not all of them will be applicable to your proposal.
    - a. What is the nature and scope of this project?
    - b. Why this project?
    - c. What are you hoping to learn through this process? What essential question is driving your inquiry (if applicable)?
    - d. How do you hope to stretch your learning through this experience? How will your learning be different through this experience as compared to the traditional classroom?
    - e. How will you push to get the maximum experience from your placement?
    - f. What exactly will you be doing? What times of the day will be devoted to this experience? Where will you be doing the experience(s)?
    - g. How will you document your learning? What writing will be included in the documenting process?
    - h. How will you demonstrate your learning?
  - 2. How does this experience connect to your life?
    - a. How does this project connect to the larger world?
    - b. How does it connect to your goals in life?

3. Project Timeline
  - a. List all the tasks you must complete for a successful learning experience. Also, include quarterly benchmarks (tasks along with completion dates) for checking on your progress.
  - b. Create a calendar of dates and times when you will be working on a project site.
  - c. Create a calendar of dates for meeting with your mentor.
4. Credit
  - a. Amount of credit requested.
  - b. Credit requested in specific subjects.

**Educational Option General Rubric for All Projects.**

**Items specific to each project/subject area may be added to the general rubric.**

- Demonstrates a strong stretch in the learner
- Shows growth in knowledge: synthesis of knowledge
- Demonstrates strong connections with the larger world
- Is well-conceived, thoroughly executed, and crafted with attention to rich detail
- Contains a strong reflective component demonstrating the learning process
- Positive mentor feedback; showed excellent professionalism in working with mentor.

### **CAREER ADVISING**

This policy on career advising is to be updated at least once every two years and made available to students, parents, guardians and custodians, local post-secondary institutions, and District residents. The policy is to be posted in a prominent location on the District's website. This policy shall also be uploaded to the Ohio Department of Education's compliance web system.

Beginning with the 2015-2016 school year, the District shall provide:

1. Grade-level examples that link students' schoolwork to one or more career fields by implementing the *Career Connections Learning Strategies offered by the Ohio Department of Education*.
2. Career advising to students in grades 6-12, *which includes meeting with each student at least once annually to discuss academic and career pathway opportunities*.
3. Additional interventions and career advising for students who are identified as at risk of dropping out of school. These include:
  - a. Identifying students who are at risk of dropping out of school using a local, research-based method with input from teachers, school counselors, and other appropriate school staff.
  - b. Developing a Student Success Plan for each at-risk student that addresses both the student's academic and career pathway to successful graduation and the role of career-technical education, competency-based education, and experiential learning, when appropriate.

Before developing a student's Student Success Plan, District staff will invite the student's parent, guardian, or custodian to assist. If that adult does not participate in the plan development, the District will provide the adult a copy of the plan, a statement of the importance of a high school diploma, and a listing of the pathways to graduation available to the student.
4. Training for employees on how to advise students on career pathways, *including use of the tools available in OhioMeansJobs K-12* and other online sources provided by the District.
5. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, *including opportunities to earn industry-recognized credentials and postsecondary course credit*.

6. Information on courses that can award students both traditional academic and career-technical credit.
7. Documentation on career advising for each student and student’s parent, guardian, or custodian to review, as well as schools that the student may attend in the future. *These include activities that support the student’s academic, career and social/emotional development.*
8. The supports necessary for students to transition successfully from high school to their postsecondary destinations, including interventions and services necessary for students who need remediation in mathematics and English language arts.

**BOARD OF EDUCATION**  
**POLICIES**

**CHAPTER VIII**  
**FISCAL MANAGEMENT**

---



### **FISCAL MANAGEMENT GOALS**

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that the district's purposes can best be achieved through excellent fiscal management.

The district's first obligation is the education of its children. However, the Board of Education recognizes the need to frame educational programs within the district's strategic and fiscal plan.

As trustees of the community's investment in plant, facilities, and operational funds, the Board has a responsibility to ensure that the investment is protected and used wisely. Competent personnel and efficient procedures are essential for sound management of fiscal affairs. The Superintendent of Schools and the Treasurer will keep the Board of Education informed through reports – both oral and written – of the fiscal management of the schools.

The Board seeks to achieve the following goals:

- A. To engage in thorough fiscal planning with staff involvement in order to develop budgets and to guide expenditures to achieve the greatest educational returns and contributions to the educational program in relation to the dollars expended.
- B. To establish levels of funding based upon a strategic plan and fiscal plan that will provide high quality education for the district's students.
- C. To use the best available techniques for budget development and management.

### **FINANCIAL PLANNING**

The Board of Education believes that annual and long-term financial planning are both essential to support current educational programs and the district's long-term educational needs.

Annual financial planning should be an integral part of program planning for the next school year. Such annual financial planning should be a year-round process involving broad participation by the Board of Education, administrators, teachers and other personnel throughout the school district.

The district should also engage in strategic long-term planning and attempt to forecast the need for future educational and capital expenditures and the availability of financial resources to meet those needs. Long-term financial planning should result in the development of a strategy to meet educational needs. The Treasurer will prepare long-range financial and budget projections for periodic review by the Board and Superintendent. The long-range financial and budget projections must comply with O.R.C. §5705.391 and O.A.C. 3301-92-04.

The Superintendent and the Treasurer are responsible for the annual and long-term financial planning process and will work in close cooperation with the Board of Education.

**ANNUAL BUDGET**  
**(Annual Appropriation Measure)**

**Budget**

The purpose of the annual operating budget is to identify adequate financial resources for the educational program and to provide a basis for accountability in fiscal management. The school budget is also the legal basis for the establishment of tax rates.

Public school budgeting is regulated and controlled by statute and state regulations, and requirements of the Board of Education. A budget is required for every fund that a school district uses in its yearly operation.

The Superintendent of Schools and the Treasurer will be responsible for the preparation of the annual school budget and presentation of the budget to the Board of Education for adoption.

**Appropriations**

As permitted by law, no later than July 1, the Board of Education will pass a temporary appropriation measure to provide for meeting the ordinary expenses of the district until such time as the Board approves the annual appropriation resolution for the year, which will be not later than October 1. The Treasurer shall recommend annually the Board level of control for all funds contained within the appropriations.

The Treasurer is directed to establish guidelines, procedures, and forms to manage appropriation modification below the Board of Education level of control.

**Textbook and Instructional Materials Fund**

The Board shall maintain a Textbook and Instructional Materials Fund. This is a separate fund into which the Board shall annually deposit an amount derived from revenues received by the district for operating expenses that is equal to 3% of the formula amount for the preceding fiscal year, as defined in O.R.C. §3317.02, or another percentage if established by the State Auditor, multiplied by the district's student population for the preceding fiscal year.

This fund shall be used solely for textbooks, instructional software, materials, supplies, and equipment. Any money in the fund that is not used in a fiscal year shall carry forward to the next fiscal year.

The percentage of revenues on deposit, as well as the definition of what constitutes textbooks and instructional materials, is subject to applicable rules to be jointly adopted by the State Auditor and the Superintendent of Public Instruction.

The fund may be used for other purposes if both of the following steps occur during a fiscal year:

- A. The Superintendent and the president of the teachers' union (or designee) must certify, in writing, that the district has sufficient textbooks, instructional software, materials, supplies and equipment to ensure a thorough and efficient education within the district.
- B. The entire Board must unanimously adopt a resolution stating that the district has sufficient textbooks and instructional software, materials, supplies and equipment to ensure a thorough and efficient education within the district.

#### Capital and Maintenance Fund

The Board shall maintain a Capital and Maintenance Fund into which shall be annually deposited an amount derived from revenues received by the district that would otherwise have been deposited in the general fund that is equal to 3% of the formula amount for the preceding fiscal year, as defined in O.R.C. §3317.02, or another percentage if established by the State Auditor, multiplied by the district's student population for the preceding fiscal year, except that money received from a permanent improvement levy authorized by O.R.C. §5705.21 may be used to meet this requirement.

Money in this fund shall be used solely for the acquisition, replacement, enhancement, maintenance, or repair of permanent improvements as defined in O.R.C. §5705.21. Any money in this fund that is not used in any fiscal year shall carry forward to the next fiscal year.

### **FINANCIAL REPORTS**

The Board of Education recognizes its responsibility in the oversight of the fiscal management of the school district. In fulfilling this responsibility, the Board of Education's Treasurer, shall be directed to prepare and present to the Board of Education all legally required financial reports on a timely basis. In addition, the Treasurer is directed to prepare monthly financial reports for the Board of Education that include:

- A. A written summary of monthly budget activity with statistical comparisons to the previous year's budget;
- B. Graphic summaries of budget activity;
- C. Monthly investment activities and current investment portfolio;
- D. Fund cash position summaries;
- E. Revenue by fund summaries;
- F. Appropriations by fund summaries; and
- G. Listing of monthly vendor checks issued.

In addition, the Treasurer is required to submit an annual appropriations to the Board for adoption no later than September 30 of each year and shall prepare a new five year forecast for presentation to the Board not later than October 31 of each year with an update to the five year forecast presented to the Board of Education no later than May 31 of each fiscal year.

The Treasurer is encouraged to prepare and present to the Board of Education special reports highlighting various aspects of the fiscal management of the school district as well as current public school funding issues.

## INVESTMENT POLICY

This Investment Policy applies to all financial assets of the Board, including any state and federal funds that it holds. The Treasurer is the investment officer for the Board, responsible for the purchase and sale of investments, and the carrying out of this Investment Policy. The Treasurer shall routinely monitor the contents of the Board's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly. The Treasurer shall make investments on behalf of the Board with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The Treasurer is responsible for the safekeeping of all documents evidencing a deposit or investment acquired under this policy.

### Classification of Monies Held by the Board

The Ohio Revised Code requires the classification of monies held by the Board into three categories:

1. Active Deposits

A public deposit necessary to meet current demands on the district's treasury. Such monies shall only be deposited in accounts permitted by Ohio law.

2. Interim Deposits

Public moneys in the treasury of the district or any subdivision after the award of inactive deposits has been made in accordance with O.R.C. §135.07, which moneys are in excess of the aggregate amount of the inactive deposits as estimated by the Board prior to the period of designation and which the Treasurer or Board finds should not be deposited as active or inactive deposits for the reason that such moneys will not be needed for immediate use but will be needed before the end of the period of designation.

3. Inactive Deposits

A public deposit other than an interim deposit or active deposit.

### Objectives

The primary objectives, in order of priority, of the Board’s investment activities shall be:

1. Safety

Investments of the Board shall be undertaken in a safe manner that seeks to ensure the preservation of capital in the overall portfolio. “Safety” is defined as the certainty of receiving the full par value plus accrued interest upon final maturity of the security. At no time shall the safety of the portfolio’s principal investment be impaired or jeopardized. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity

The Board’s investment portfolio shall remain sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated, while avoiding unreasonable and avoidable risks. Portfolio liquidity is defined as the ability to sell a security on short notice at or near the par value of the security.

3. Yield

The Board’s investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account this Investment Policy, the various investment vehicles available to the Board and the cash flow characteristics of the portfolio.

### Authorized Financial Dealers and Institutions

1. All investments, except for investments in securities described in Paragraphs 5 and 6 under “Authorized Investments,” shall be made only through a member of the financial industry regulation authority (“FINRA”), or be associated with a bank, savings bank, or savings and loan association regulated by the Superintendent of Financial Institutions, the Comptroller of Currency, the Federal Deposit Insurance Corporation, or the Board of Governors of the Federal Reserve System.
2. All financial institutions and broker/dealers described above that desire to become qualified suppliers of investment transactions to the Board must provide the Treasurer with audited annual financial statements, proof of good standing with the Comptroller of Currency or State banking regulators or FINRA certification,

proof of Ohio registration, and biographical and regulatory information on the persons who are the primary contact with the entity.

3. All entities conducting investment business with the Treasurer shall sign this investment policy. All brokers, dealers, and financial institutions described in O.R.C. §135.14(M) initiating transactions with the Treasurer by giving advice or making investment recommendations shall sign this Investment Policy acknowledging their agreement to abide by the policy's contents. All such brokers, dealers, and financial institutions executing transactions initiated by the Treasurer, having read the policy's contents, shall sign the Investment Policy thereby acknowledging their comprehension and receipt.

#### Retaining an Investment Advisor

In making investments authorized by this Policy and Ohio law, the Board may retain the services of (1) an investment advisor licensed by the Division of Securities under O.R.C. §1707.141 or registered with the Securities and Exchange Commission, and who possesses experience in public funds investment management, specifically in the area of state and local government investment portfolios; or (2) an eligible institution under O.R.C. §135.03.

#### Ethical Standards

All participants in the investment process shall act responsibly as custodians of the public trust, and avoid any transactions that might impair public confidence in the Board. Persons involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, impair their ability to make impartial investment decisions, or which is otherwise prohibited by law. Employees and investment consultants shall disclose to the Board any material financial interests they may have in financial institutions that conduct business within the district and any large personal financial or investment positions that could be related to, or affected by, the performance of the Board's portfolio. All employees, officers and investment consultants to the Board shall subordinate their personal investment transactions to those of the Board, particularly with regard to the timing of purchases and sales.

#### Authorized Investments

- A. The Treasurer may invest any part or all of its interim monies in any of the following types of securities:
  1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States.



2. Bonds, notes, debentures, or other obligations or securities issued by any federal government agency or instrumentality, including but not limited to the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Association, Government National Mortgage Association and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities.
3. Interim deposits in duly authorized depositories of the Board, provided those deposits are properly insured or collateralized as required by law.
4. Bonds and other obligations of the State of Ohio, or the political subdivisions of this state, provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply:
  - (a) The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.
  - (b) The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized standard rating service and purchased through a registered securities broker or dealer.
  - (c) The aggregate value of the bonds or other obligations does not exceed twenty percent of interim moneys available for investment at the time of purchase.
  - (d) The treasurer or governing board is not the sole purchaser of the bonds or other obligations at original issuance.

No investment shall be made under this policy unless the treasurer has completed additional training for making them. The type and amount of additional training shall be approved by the treasurer of state and may be conducted by or provided under the supervision of the treasurer of state.

5. No-load money market mutual funds rated in the highest category at the time of purchase by at least one nationally recognized standard rating service or consisting exclusively of securities described in paragraphs 1 and 2 of this Section and repurchase agreements secured by such obligations, provided all such investments under this paragraph shall be made with a bank or savings and loan association eligible to be a depository for public funds of Ohio subdivisions, and provided further that any such funds meet the requirements of Chapter 135 of the

Revised Code, including that such funds not include any investment in a derivative.

6. Ohio's Subdivision Fund.
  7. Written repurchase agreements with any eligible institution or dealer, by which the Treasurer agrees to purchase, and the institution or dealer agrees unconditionally to repurchase, any security listed in paragraphs 1 through 5 above, except certain letters of credit described in O.R.C. §135.18(B)(2). Such written repurchase agreements shall not exceed thirty (30) days, and the market value of securities subject to a written repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily. Institutions and dealers participating in such agreements must provide the Treasurer with the information set forth in O.R.C. §135.14(E).
- B. In addition to the investments authorized in paragraphs 1-7, the Board, by a two-thirds vote of its members, may authorize the Treasurer to invest up to forty (40) percent of the interim moneys of the Board, available for investment at any one time, in either of the following:
1. Commercial paper notes issued by any entity that is defined in O.R.C. §1705.01(D) and has assets exceeding five hundred million dollars, and to which notes all of the following apply:
    - a. The notes are rated at the time of purchase in the highest classification established by at least two nationally-recognized standard rating services;
    - b. The aggregate value of the notes does not exceed ten percent of the aggregate value of the outstanding commercial paper of the issuing corporation;
    - c. The notes mature no later than two-hundred and seventy (270) days after purchase.
    - d. The investment in commercial paper notes of a single issuer shall not exceed in the aggregate five percent of interim moneys available for investment at the time of purchase.
  2. Bankers' acceptances of banks that are members of the federal deposit insurance corporation and that mature no later than one hundred eighty days after purchase.
  3. Other investments authorized in Chapter 135 of the Ohio Revised Code.

The Board shall not authorize such an investment unless the Treasurer has completed additional training for making investments set forth above. The type and amount of such training shall be approved and may be conducted by or provided under the supervision of the Auditor of State.

The Treasurer shall prepare annually and submit to the Board, the Superintendent of Public Instruction, and the Auditor of State, on or before the thirty-first day of August, a report listing each investment made pursuant to this provision during the preceding fiscal year. The report shall include the income earned from such investments, fees and commissions paid, and any other information required by the Board, the State Superintendent, and the Auditor of State.

#### Maximum Maturities

To the extent possible, the Board will attempt to match its investments with anticipated cash flow requirements. No investment shall be made unless the Treasurer, at the time of making the investment, reasonably expects it can be held to its maturity. Except as set forth in paragraph 7 above, any interim deposit investment made must mature within five years from the date of settlement, unless the investment is matched to a specific obligation or debt of the subdivision.

#### Safekeeping and Custody

Any securities may be deposited for safekeeping with a qualified trustee defined in O.R.C. §135.18, except the delivery of securities acquired under any repurchase agreement under this policy shall be made to a qualified trustee, provided, however, that the qualified trustee shall be required to report to the Treasurer, Board, Auditor of State, or an authorized outside auditor at any time upon request as to the identity, market value, and location of the document evidencing each security, and that if the participating institution is a designated depository of the subdivision for the current period of designation, the securities that are the subject of the repurchase agreement may be delivered to the Treasurer or held in trust by the participating institution on behalf of the subdivision. Interest earned on any investments of deposits authorized by this section shall be collected by the Treasurer and credited by the Treasurer to the proper fund of the district.

#### Prohibited Investment Practices

In addition to any other prohibitions in the Revised Code, the Board shall not:

1. Contract to sell securities that have not yet been acquired on the speculation that prices will decline;
2. Make any investment in “derivatives” as defined in O.R.C. §135.14(C);

3. Invest in a fund established by another public body for the purpose of investing public money of other subdivisions unless the fund is either: (a) STAROhio, or (b) a fund created solely for the purpose of acquiring, constructing, owning, leasing or operating municipal utilities as authorized under O.R.C. §715.02 or Section 4 of Article XVIII of the Ohio Constitution;
4. Enter into reverse repurchase agreements;
5. Issue taxable notes for the purchase of arbitrage;
6. Leverage current investments as collateral to purchase other assets;
7. Invest in stripped principal or interest obligations of otherwise eligible obligations; or,
8. Invest in any security that the Treasurer, at the time of making the investment, does not reasonably think can be held until its maturity.

#### Education

The Treasurer shall participate in any beginning and/or continuing education training programs sponsored by the State Chief Financial Officer or the State Auditor in which the Treasurer is required to participate pursuant to O.R.C. §§117.44, 135.22 and 733.27.

#### Internal Controls

The Treasurer shall develop and maintain procedures of the operation of the district's investment program in accordance with this Investment Policy. These procedures shall be designed to prevent loss of the district's funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

#### Reporting

The Treasurer shall maintain a current inventory of all investments including, but not limited to:

1. Description of each security;
2. Cost;
3. Par value;
4. Expected market value, or if available, current market value;
5. Beginning, maturity and settlement dates;
6. Rates.
7. The names of any persons conducting transactions on behalf of the Board.

The Treasurer shall also prepare and distribute monthly a list of all investments, including all of the above described information and a report on investment activity and returns as required by law.

#### Non-Binding Arbitration

The Treasurer may enter into a written investment or deposit agreement that includes a provision under which the parties agree to submit to nonbinding arbitration (but not binding arbitration) to settle any controversy that may arise out of that agreement so long as such provision meets the requirements of the Revised Code and is specifically approved by the Board. The arbitration provision shall be set forth entirely in the agreement, and the agreement shall include a conspicuous notice to the parties that any party to the arbitration may apply to the court of common pleas of the county in which the arbitration was held for an order to vacate, modify, or correct the award. Any such party may also apply to the court for an order to change venue to a court of common pleas located more than one hundred miles from the county in which the Treasurer or government board is located.

#### Investment Policy Adoption

This Investment Policy shall be filed in the office of the Auditor of State. The Policy shall be reviewed on an annual basis by the Board or a committee designated by it and any modifications made thereto must be approved by the Board and, upon adoption, filed in the office of the Auditor of State.

**CERTIFICATION OF READING, UNDERSTANDING AND ACCEPTANCE**

The undersigned, \_\_\_\_\_, hereby certifies that it has read, understands and will accept and abide by this Investment Policy and the relevant provisions of the Revised Code in its dealings with the Board, that it understands that binding arbitration provisions are not permitted and that any nonbinding arbitration provisions governing its relationship with the Board must be expressly approved by the Board, and that the officer signing this Certification is authorized to do so on behalf of the undersigned.

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_.

### **STUDENT ACTIVITY FUND MANAGEMENT**

The Board of Education recognizes that student activity programs will stimulate student growth and development by supplementing and enriching curricular activities. Membership and participation shall be open to all students unless there are specific qualifications which must be met.

#### **Objectives of the Student Activity Program**

- A. To develop the traits of good citizenship, such as cooperation, leadership, loyalty, and proper respect for the welfare and rights of others.
- B. To develop character and personality by student initiative, participation management and evaluation.
- C. Keep students informed regarding school issues and policies.
- D. Create respect for and proper care of public property.
- E. Ensure that every student and staff member feels they are part of the school life and responsibility for the welfare of the school.
- F. Foster and develop desirable school traditions.

The student activity program is regulated by the Ohio Auditor of State, the Ohio Department of Education, and the Board of Education.

The Treasurer is required to maintain a system of both accounting and internal controls to promote accountability, ensure accuracy of the accounting and other operating data, promote adherence to Board of Education policies and guidelines, further the efficiency of fiscal operations, and ensure compliance with the applicable laws.

Each student activity program shall be classified in one of two categories, depending upon whether or not students are involved in the management of the program.

The student activity program fund (Fund 200) includes activities which have students involved in the management of the program. These student-managed programs exist to promote the general welfare, education, and morale of all students and to finance the normal legitimate co-curricular activities of student body organizations.

The Athletic Fund (Fund 300) contains those student activity programs which do not have student management. These programs exist to promote participation in athletic programs, music programs, and other similar types of student activities.

For each student activity program to be established and to operate, its written purpose must be approved by the Board of Education. Student activity groups whose purpose and goals have thus been approved, shall prepare annually a budget, itemizing sources of revenue and anticipated expenditures for the coming 12-month period of time. An annual appropriation shall be adopted by the Board of Education to cover such student activity programs.

There exists three other types of funds which a school may use as part of their overall student activity program.

The first fund is referred to as the Public School Support Fund (018). The Public School Support Fund will designate the school principal as the sponsor.

The second type of fund which a school may use, is the Special Rotary Fund (014). This fund need not have a sponsor. This fund is used as a clearing house fund for such transactions as student receipts and expenditures for a field trip. Transactions in the fund should be considered as an offset between receipts and expenditures as the event, action or school program is completed.

The third type of fund which a school may use is a Trust Fund (007). This fund need not have a sponsor. This fund is used to handle what was previously referred to as the Staff Fund, Flower Fund, Sunshine Fund, etc. Transactions in the fund are restricted to the approved purpose statement.

All receipts and expenditures for all student activity programs must meet the same standards and comply with the same procedures which apply to the General Fund's receipts and expenditures, with the possible exception of Trust Fund Transactions.

Pursuant to O.R.C. §117.05(B), all expenses and receipts for student activity programs shall be accounted for in accordance with the Ohio Uniform School Accounting System. All student activity expenditures must serve a public purpose and be consistent with the annual budget of the activity program involved. In general, a public purpose is served providing expenditures do not benefit individuals or are the responsibility of the General Fund or some other fund of the Board of Education. A public purpose shall be deemed to have been served if each student activity program expenditure promotes and supports the welfare of students, is consistent with the stated objectives of the Board of Education for student activities and the purpose, goals and budget of the program, and the requisition/purchase order for the expenditure has been signed by authorized school officials.

All student activity fund-raising projects shall be supportive of the purpose and goals of the designated student activity program or club; shall be reasonable with respect to items sold, and duration of fund-raising effort; shall not in any substantial way interfere with the educational objects of the district; and shall comply with the district's student activity procedures governing fund-raising efforts.



No school activity will be conducted for the sole purpose of producing revenue. School activities are established as an adjunct to, and in support of, the educational program. It is intended that school activities be self-supporting; hence, revenue necessary to establish and maintain the activity is acceptable.

- A. There will be no direct financial support by the Board of Education of the extracurricular program, student government, honorary society, or recreational clubs.
- B. There may be partial support for extension of instructional programs.
- C. Student fund-raising activities by student organizations shall be limited to the minimum necessary for conducting the activity and carried out under close supervision of the adult sponsor.
- D. Commercially sponsored fund-raising activities shall be discouraged.
- E. There shall be an accounting of all funds made monthly, and a report of such accounting shall be made to the Superintendent and to the Board of Education by the Treasurer.

Rules, regulations and guidelines for administering student activity programs shall be detailed in various procedures and supplemental guidelines in support of this policy.

Each staff member and student participant in a student activity program is expected to comply with the Auditor of State regulations, Ohio Revised Code, Board of Education adopted policies and guidelines and the Student Activities Program Procedures Manual.

In accordance with the directions provided by the Ohio Auditor of State's Office, the following duties and responsibilities are assigned:

Responsibilities of the Treasurer

- A. Serve as treasurer for all student activity programs.
- B. Administer and enforce accounting and internal control procedures necessary to provide accountability for all student activity monies.
- C. Oversee the process of collecting and depositing revenue.
- D. Prepare monthly and annual financial reports as necessary to satisfy Board of Education requirements as well as those of the Auditor of State and the State of Ohio Department of Education.
- E. Supervise the annual internal audit conducted to verify compliance with Board policies and procedures.

If invested, student activity funds shall follow Board investment policy procedures, except that any interest earned from student activity funds shall be credited to the Board's general fund.

Responsibilities of the Building Principal

- A. Serve as the chief administrator for the operation of all activity programs at his/her school.
- B. Recommend to the Superintendent for his/her consideration any new student activity program which may seem desirable.
- C. Make certain that activity sponsors carry out their responsibilities consistent with Board Policy, guidelines, and administrative procedures.
- D. In cooperation with the Treasurer, ensure that adequate security measures are taken to safeguard collection and deposit of activity monies.
- E. Verify that all proposed expenditures are for a public purpose at the time the requisition/purchase order is signed.
- F. Prepare and submit activity program budget request forms each fall as required.
- G. Be completely familiar with the contents of Board Policy, written administrative procedures for activity funds, student activity guidelines, and State Auditor's Circular 93-0019.

Responsibilities of the Building Cashier

- A. Receive and account for all student activity program revenues.
- B. Prepare monies for deposit in the bank or banks designated by the Treasurer.
- C. Prepare and submit to the Treasurer's office all forms required to properly account for revenues and to document bank deposits made.
- D. Make certain that all forms and reports are filed on or before indicated deadlines and that all requisition/purchase order forms are properly completed.
- E. Maintain records and other activity program data in an orderly manner to provide an audit trail for review at any time.

### Responsibilities of the Activity Sponsor

- A. Supervise the assigned activity program and ensure that the purpose and objectives of the program, as defined by the Student Activity Program Purpose, Goals and Proposed Budget Report are being met.
- B. Ascertain that the expenditures for the activity program directly or indirectly benefit those students who are participating in that group organization, in accordance with the policies and/or purposes established by said group and consistent with Board Policy, guidelines, and administrative procedures.
- C. Submit complete and accurate documentation to the cashier for the purpose of making deposits.
- D. Direct all potential problems or questions that may arise to the immediate attention of the building principal.
- E. Prepare annual budgets and purpose clauses as required by the building principal.
- F. Other responsibilities as assigned or approved by the building principal.

### Non-School Organizations

It is the Board of Education's responsibility to clearly identify groups that it recognizes as non-school organizations. The most common such groups include booster clubs, alumni groups, and parent/teacher organizations. The following parameters are established within which these groups should operate:

- A. The activities of these outside groups do not involve public funds.
- B. The groups should clearly distinguish themselves from the district in all activities.
- C. The groups shall comply with all Board policies, guidelines and procedures in the use of school grounds, personnel, and students in fund raising activities of the non-school organization.
- D. Purchases by the group are not represented as school district expenditures and do not use identification numbers of the district (Tax I.D. numbers, sales tax exemption forms, district purchase orders, etc.).
- E. Donations to the district in the form of cash or merchandise by such groups shall only be accepted by resolution of the Board.

The State Board of Education, which has jurisdiction with respect to the enforcement of O.R.C. §3313.811, sale of uniform supplies, suggests that the following guidelines be utilized by school district boards of education in determining the appropriateness of the sale of school supplies by organizations other than a school district.

- A. The organization has a purpose which will benefit the school district and its students.
- B. The organization's planned activities are clearly in the best interest of the school district and its students.
- C. The organization has submitted the following information and assurances:
  - 1. A statement noting the purpose of the organization, including but not limited to:
    - (a) Organizational name
    - (b) Stated purpose
    - (c) Provisions for student involvement
    - (d) Names and terms of officers
  - 2. Financial accountability assurances that the organization:
    - (a) Utilizes a proper bookkeeping procedure
    - (b) Has identified persons who have financial responsibilities
    - (c) Will not commingle funds with student activity accounts
    - (d) Will use funds within the framework of the purpose of the organization whereby funds will not be considered public monies
  - 3. Use of facility assurances that the organization:
    - (a) Will obtain permission to use school property
    - (b) Will have a faculty member or principal on its advisory board
    - (c) Will use teacher volunteers, students or other members to conduct its activities only if approved by the Superintendent or his or her designee
    - (d) Will be willing to pay for any or all additional expenses incurred by the activity
- D. Any funds generated by the above activities will be accounted for by the fiscal officer of the non-school organization rather than the district Treasurer.

#### Collection and Deposit of Funds

- A. All moneys collected from any source are to be substantiated by pre-numbered student activity group receipts, cash registers supplying cumulative readings, pre-numbered tickets, or other auditable records. In all cases where tickets are used, ticket reports and

unsold tickets must be available for audit. Where it is not practicable to collect the cash in a central office, collections from various classes may be collected by cashiers and turned in to the Treasurer or properly designated depository on the business day following the day of receipt if the public moneys received exceeds one thousand dollars. If the total receipt does not exceed one thousand dollars, the cashier will deposit the money within three business days.

B. Cash registers:

1. Registers should be sealed without resettable totals.
2. Total should reconcile with sales.
3. Tickets or tapes supporting “over rings” should be retained.
4. Approval should be obtained for all voids or adjustments.

C. Forms:

1. All forms should be pre-numbered.
2. Perpetual inventory should be maintained on pre-numbered collection forms, receipts, tickets, etc. Any discrepancies should be investigated and resolved.
3. Pre-numbered forms should not be printed in the school printing department.
4. Advisor should keep records of collections by source.
5. A pre-numbered receipt should be received for all money turned over to the cashier.

Internal Audit Procedures

A. During January – June of each school year an internal audit of student activity records may be conducted under the supervision of the Treasurer’s office and concentrate upon matters such as:

1. Compliance with Board policies
2. Receipts
3. Expenditures
4. Cash on hand

5. Agreement of payables ledger with depository
  6. Records maintained by cashier
  7. Records maintained by activity sponsors
- B. A copy of this audit report will be on file in the Treasurer's office and will be made available to the Superintendent, principals, and other administrators as necessary.
- C. All pertinent organizational records and internal audit working papers should also be retained in the Treasurer's office so that they may be available for inspection by the Auditor of State.

#### Dormant Funds

The Board of Education recognizes that an activity or graduating class may have unexpended funds available after the group is dissolved, or after the close of school in the year of graduation. It is the Board's intention that the group or class designate, in advance of its dissolution or graduation, the disposition of these funds subject to the Board's approval. When the student activity group or program fails to identify such a disposition, the Board is authorized to expend such funds to serve a valid and proper public purpose.

The student activity sponsor and building principal are responsible for determining when a student activity fund becomes dormant. Upon that determination, a written request with documented rationale, must be submitted to the Treasurer for approval. Upon a review of compliance with Ohio Revised Code and Ohio Auditor of State regulations, the Treasurer shall recommend approval to the Board of Education.

LEGAL REFS: O.R.C. §3315.062

Revised: \_\_\_\_\_, 2011

### **PETTY CASH ACCOUNT**

The Board authorizes the establishment of petty cash accounts in the care of the Treasurer and in the amount determined by the Board. The Treasurer shall designate which person(s) may draw money from the petty cash accounts. The Treasurer shall request Board of Education approval of amounts for each recommended petty cash account.

Each responsible person shall ensure that petty cash funds are spent only for postage, delivery charges, office supplies, and miscellaneous purchases. No single purchase from the petty cash account shall exceed \$30.00. Funds from the petty cash accounts are not to be used to subvert the regular purchasing procedure.

The custodian designated by the Treasurer of each petty cash fund shall prepare a schedule of disbursements when the funds available in petty cash have declined to less than twenty-five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the Treasurer's office with a voucher requesting replenishment in like amount.

#### **Change Fund**

The Board of Education recognizes the convenience of a change fund in the day-to-day operation of the district.

The Board authorizes the establishment of a change fund to be in the care of the designated building cashier, who shall be responsible for providing change as needed.

## **TAX SHELTERED ANNUITIES AND DEFERRED COMPENSATION PLANS**

### Annuity

The salary payments of any employee of the district may be adjusted at the request of the employee to permit the payment of annuity payments by the Board of Education out of the employee's total compensation.

Any licensed agent, broker, or company through whom the Board arranges for the placement or purchase of a tax-sheltered annuity for employees shall satisfy the following conditions:

- A. The licensed agent, broker, or company must execute a satisfactory "hold harmless"/indemnity agreement that protects the district, the Board of Education, its officers, and its employees from any liability attendant to procuring the annuity or to the performance of the investment.
- B. The licensed agent, broker, or company must be designated through a signed salary reduction agreement executed by at least five (5) employees of the school district or one percent (1%) of the full-time employees of the Board, whichever is greater.
- C. Maximum Exclusion Allowance Calculation.

Agents, brokers, and/or company representatives shall have the Treasurer's approval to advertise, distribute literature, or hold meetings within the school settings.

### Deferred Compensation

Employees shall be permitted to defer compensation in accordance with state and federal law.

- A. The licensed agent, broker, or company must execute a satisfactory "hold harmless"/indemnity agreement that protects the district, the Board of Education, its officers, and its employees from any liability attendant to procuring the annuity or to the performance of the investment.
- B. The licensed agent, broker, or company must be designated through a signed salary reduction agreement executed by at least five (5) employees of the school district or one percent (1%) of the full-time employees of the Board, whichever is greater.
- C. Maximum Exclusion Allowance Calculation.



### **CASH IN SCHOOL BUILDINGS**

In order to safeguard cash in each school building, and in order to teach such procedures to students, moneys collected by employees and by student treasurers are to be handled with prudent business procedures.

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer or properly designated depository every twenty-four (24) hours. In the event that the person in charge of an activity is unable to deposit the money within twenty-four (24) hours, the money shall be accounted for and deposited in the building safe of each school. If a safe is not available, then the money must be deposited in the fiscal office's safe. If the amount does not exceed \$1,000.00, the money can be held no longer than three (3) business days after receipt before being deposited. If the amount is more than \$1,000.00, or the money cannot be adequately safeguarded, it shall be deposited on the next business day following the date of receipt.

In no case shall more than \$10.00 be left overnight in a school building if that building does not have a safe. The Treasurer may provide for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

**STAFF DEVELOPMENT, REFRESHMENTS, AND AWARDS**

All expenditures of district funds shall be for a public purpose. In the process of student and staff development and morale and community relations, the Superintendent may find it appropriate to schedule groups of employees, students, community members or others, at one location to participate in various programs, activities, or events for improving their service to the schools or performing other tasks germane to improving the schools. The Superintendent or designee may purchase refreshments (items such as coffee, soft drinks, baked goods, etc.) to be served during those scheduled meetings, plaques, pens, token gifts, awards, and other amenities to be presented to individuals or groups for their service to the district. However, public funds shall not be used to purchase alcoholic beverages.

The Board hereby affirms that the expenses incurred as listed above do serve a public purpose. The Board believes that the public purpose served is the promotion of education, rapport with the business community, community relations, staff morale, and the encouragement of nonemployees to serve as volunteers as well as other interests.

## **COMPENSATION FROM VENDORS**

### **Definitions**

As used in this policy:

- A. “Compensation” means any cash, checks, stocks or other securities, gifts, discount certificates, travel vouchers, tickets, passes, and other things of value. The term “compensation” does not include free travel and lodging provided to adult chaperones and/or staff members who are required to accompany students on an official school field trip.
- B. “Official school field trip” means a journey by a group of students away from the school premises that is arranged, booked, or supervised by district officials or employees, and approved by the Superintendent and/or the Board of Education pursuant to Policy 7.23. The term “official school field trip” does not include trips or other activities that are arranged, booked, and paid for exclusively by booster groups, outside clubs or organizations, or district officials or employees outside of school.
- C. “Outside vendor” means private travel companies or agents, tour operators, bus companies, or other persons or entities that arrange or coordinate official school field trips.
- D. “Public money” means any compensation received, collected by, or due a district employee or official under color of office.

### **Prohibitions**

Any compensation paid by an outside vendor to a district official or employee after the official or employee has participated in selecting the vendor to provide an official school field trip shall be considered to be public money and shall be turned in to the Treasurer.

### **EXPENSE REIMBURSEMENTS**

District personnel who incur expenses in carrying out their authorized duties shall be reimbursed upon submission of a properly filled out and approved voucher with supporting receipts. Such expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense. However, the expenditure of public funds for alcoholic beverages is prohibited. Therefore, district personnel shall not be reimbursed for alcoholic beverages.

When official travel by a personally-owned vehicle has been authorized, mileage payment is made at the current IRS rate.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

### **USE OF CREDIT CARDS**

The Board of Education recognizes the value of an efficient and effective method for the payment of and the record keeping for certain expenses.

The Board of Education, therefore, authorizes the use of district credit cards accompanied by valid purchase orders and/or receipts. District credit cards may not be used for such things as tips, alcohol, entertainment, or room service charges.

The Treasurer is authorized to develop guidelines and procedures that provide for the proper supervision and use of district credit cards, and that specify those individuals authorized to use district credit cards and the types of expenses that can be paid with district credit cards.

### **CELL PHONE USAGE**

The Board of Education finds it to be necessary and appropriate to provide certain employees with cell phones in order to facilitate the effective and efficient administration of the schools of the district. Any cell phone provided to an employee by the Board is to be used primarily for conducting the business of the district and is not intended for personal use.

However, the Board also recognizes that a cell phone that it has provided to an employee may be used for personal calls. Consistent with the Board's obligation to ensure that district resources are expended only for business purposes, the Board will routinely audit the employee's billing records. If the use of a cell phone for a personal call results in an additional cost to the Board, the employee is responsible for reimbursing the Board for the total cost of the call, including any applicable tax. If the Board purchases a plan that has a flat rate for a fixed number of airtime minutes, the user is responsible for reimbursing the Board for the total cost, including any applicable tax, of any personal call that caused the plan threshold to be exceeded.

## **PURCHASES**

Upon adoption by the Board of an annual appropriation resolution, the Board, by general resolution, may dispense with the adoption of resolutions authorizing the purchase or sale of property, except real estate.

### Solicitation of Bids or Quotations

For those instances in which Ohio law does not establish a specific bid procedure, and the purchase item is not through a cooperative purchasing program, the originator of the purchase order should, when possible, seek at least three (3) price quotations on the item or items before the purchase.

When the Board determines to build, repair, enlarge, improve, or demolish any school building, the cost of which will exceed \$25,000 the Board shall follow the bid procedure set forth in O.R.C. §3313.46. Beginning March 16, 2017, when the Board determines to build, repair, enlarge, improve, or demolish any school building, the cost of which will exceed \$50,000.00, the Board shall follow the competitive bidding procedure set forth in O.R.C. §3313.46. Such procedure shall be followed except in cases of urgent necessity, or for the security and protection of school property, or as otherwise provided by law. In awarding the bid, the Board shall accept the bid which is the lowest responsive and responsible.

[IN CIRCUMSTANCES REQUIRING COMPETITIVE BIDDING, OHIO LAW PERMITS THE BOARD TO ESTABLISH PRIOR TO THE COMPETITIVE BIDDING THAT IT WILL ACCEPT EITHER THE LOWEST RESPONSIBLE BID UNDER §3313.46 OR THE LOWEST RESPONSIVE AND RESPONSIBLE BID UNDER §9.312. THEREFORE, THE CRITERIA SHOULD BE DETERMINED BY THE DISTRICT.

IF THE BOARD CHOOSES LOWEST RESPONSIVE AND RESPONSIBLE PURSUANT TO O.R.C. §9.312, THE FOLLOWING LANGUAGE IS ADDED TO THE POLICY:

All orders or contracts are to be awarded to the lowest responsive and responsible bidder in accordance with O.R.C. §9.312. For a bidder to be deemed responsive, the bidder's proposal should respond to bid specifications in all material aspects and contain no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the bidder a competitive advantage. In determining whether a bidder may be deemed responsible, the Board shall request evidence from the bidder concerning:

- A. The experience of the bidder with the service or material being bid;
- B. The financial condition of the bidder;

- C. The conduct and performance of the bidder on previous contracts (with the district or other agencies);
- D. The facilities of the bidder;
- E. The management skills of the bidder; and
- F. The ability of the bidder to execute the contract properly.

In situations in which the Board has resolved to award a bid to the lowest responsive and responsible bidder, and the apparent low bidder(s) do/does not meet the considerations specified above, the Board shall so notify the bidder(s) in writing, by certified mail, prior to awarding the contract to the next lowest bidder.

IF THE BOARD CHOOSES LOWEST RESPONSIBLE THE CRITERIA FOR DETERMINING THE LOWEST RESPONSIBLE HAS BEEN ESTABLISHED BY CASE LAW AND IS NOT DEFINED BY STATUTE. IF THE BOARD DOES NOT CHOOSE, THEN BY DEFAULT THE BIDS ARE AWARDED TO THE LOWEST RESPONSIBLE PURSUANT TO O.R.C §3313.46.]

#### School Bus Purchases

Contracts for the purchase of all school buses and other equipment used in transporting children to and from school must be by competitive bid, pursuant to O.R.C. §3327.08. All bids shall state: “The buses, prior to delivery, will comply with the safety rules of the department of public safety adopted pursuant to O.R.C. §4511.76 and all other pertinent provisions of law.”

#### Cooperative Purchasing

The Board hereby authorizes the administration to cooperate with other public entities in taking bids and letting contracts for cooperative purchasing, when authorized by law. All cooperative buying ventures must be submitted to the Board for approval and authorization.

#### Purchase from the State

The Board may determine to purchase some of the same supplies and services as are purchased by or for state agencies in accordance with O.R.C. §125.04. If the Board desires to participate in such purchases it will comply with the Department of Administrative Services requirements.

#### Rejection of Bids or Quotations

The Board reserves the right to reject any or all bids and if it desires to subsequently re-bid the contract.



The bid procedures set forth in this Policy do not apply to the following situations:

1. The acquisition of educational materials used in teaching;
2. If the Board determines and declares by resolution adopted by two-thirds of all its members that any item is available and can be acquired only from a single source;
3. If the Board declares by resolution adopted by two-thirds of all its members that these procedures do not apply to any installation, modification, or remodeling involved in any energy conservation measure undertaken through an installment payment contract pursuant to O.R.C. §3313.372 or 133.06;
4. The acquisition of computer software for instructional purposes and computer hardware for instructional purposes pursuant to O.R.C. §3313.37; or
5. Other situations allowed by the Ohio Revised Code.

#### Purchase Order Procedures For District Managed Funds

Requests for purchase orders from those outside of the Administrative staff must be submitted to their principal or supervisor for pre-approval. Administrators and supervisors submit requests for a purchase order to the Treasurer's office.

The person receiving the purchase order shall review it. If it is approved, it shall be forwarded to the Treasurer or other authorized administrator.

The Treasurer or designee approves and completes the pre-numbered purchase order. All purchase orders are to be numbered consecutively.

The Treasurer certifies and encumbers the funds, posts the purchase order and distributes the document.

The originator of the purchase order verifies receipt, compares it with the purchase order, and submits itemized shipping invoices to the Treasurer or designee as correct and proper for payment.

The Treasurer or designee compares the billing and shipping invoices to the purchase order for costs and adjustments.

The Treasurer issues a check for payment. All disbursements made by check require at least the Treasurer's signature.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that items commonly used in the various schools or units thereof, be standardized where consistency with educational goals can be maintained.

Purchase Order Procedures for Student Managed Student Activity Funds

[TO BE DETERMINED BY THE DISTRICT]

LEGAL REFS.: O.R.C. §§9.312; 9.48; 125.04; 3313.46; 3327.08

Adopted: March 15, 2017

### **LOCAL PURCHASING**

The Board of Education recognizes its position as a major purchaser in the community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.

The Board authorizes the Superintendent to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when their quotation is competitive, freight charges are a factor, maintenance service may be required, and promptness of delivery is a consideration provided that all statutes pertaining to public purchasing are duly observed.

### **FIXED ASSET ACCOUNTING SYSTEM**

The Board of Education recognizes the responsibility to protect the community's investment in the fixed assets of the district. Therefore, the Board shall establish and maintain a functional fixed asset management system.

#### **Definition of a Fixed Asset**

A fixed asset is tangible property, obtained or controlled as a result of past transactions, events, or circumstances, which is to be used in a productive capacity by the district and which will benefit the district for a period of more than five (5) year(s).

To qualify for inclusion as a capitalized asset in the Board's fixed asset system, the following five (5) criteria must be observed:

- A. The asset must have a cost or dollar value of \$5,000.00 or more.
- B. The asset must have a useful life exceeding five (5) years or more (based on reasonable estimates).
- C. The asset must be land, building, building improvement or be of a tangible nature (possess physical substance).
- D. The asset does not lose its identity as part of a larger unit.
- E. The asset is not a repair part or supply item.

The Board has determined that assets having a value under \$5,000.00, regardless of their useful life, will not be used for financial reporting purposes. However, assets having a value of at least \$500.00 but less than \$5,000.00 may be entered into the fixed asset inventory system for control purposes only.

#### **Classification of Fixed Assets**

The Board conforms with Government Accounting Standards Board ("GASB") guidelines in classifying fixed assets in either the general fixed asset group or within individual proprietary funds.

#### **Types of Assets To Be Included**

- A. Land;
- B. Buildings;
- C. Land improvements;

- D. Furniture, fixtures, machinery, and equipment;
- E. Vehicles;
- F. Equipment under capital lease; and
- G. Infrastructure.

#### Types of Assets to be Excluded

- A. Public domain infrastructure assets including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets.
- B. Inventories of materials and supplies to be consumed in the normal course of the district's operations. These items, if material in amount, are included on the Board's balance sheet but are not intended to be accounted for on the fixed asset system.

#### Depreciation

Depreciation is required only for the Board's proprietary fund assets. Depreciation of fixed assets accounted for in a proprietary fund should be calculated through the fixed asset system and reported in the accounts of that fund.

#### Depreciation Method

Unless otherwise noted, all depreciation is calculated using the straight line method.

#### Useful Lives

Useful lives of fixed assets relate to the life expectancy as used by the specific governmental unit. The Board has established the following general categories of useful lives for its fixed assets:

Buildings	30-50 years
Building Improvements	10-40 years
Improvements other than Buildings	10-20 years
Furniture, Fixtures and Equipment:	
Hand Tools	5 years
Transformers and meters	5 years
Misc Equipment (Over \$500)	5 years
Computers	5 years
Telephones and systems	8 years
Office Machines-typewriters, calculators	8 years

Radio and TV Communication equipment	8 years
Furniture & Fixtures	10 years
Books	10 years
Picnic Tables	10 years
Pump Motors	10 years
Audio Visual	10 years
Mowers & Yard Machinery	5 years
Power Tools	10 years
Autos	5 years
Trucks	5 years
Appliances	10 years
Signs	10 years
Playground Equipment	15 years
Machinery	15 years
Lab Equipment	10 years
Utility Poles	15 years
School Buses	10 years
Fences	30 years

Useful lives are assigned to each asset unit or determined on an average for the group. They are based on actual experience, whenever possible, or engineering evidence or practice if the Board has no actual experience. They are expressed in terms of the probable total years of service.

### Coding System

The Board's coding system for fixed asset records defines the required data elements to establish and maintain the volumes of fixed asset information. Depending on the information available and the category of the asset, key data elements will include all or part of the following and any future items required by law:

- Department responsible for assets (school/dept)
- Asset Number
- Description
- Purchase Order Number
- Warrant Voucher Number
- Asset Class Code
- Asset Serial Number
- Cost (Purchase Price)
- Location
- Acquisition Date
- Estimated Useful Life
- Costing Method
- Acquisition Method
- Source of Funding

Manner of Asset Disposal  
Date of Asset Disposal  
Salvage Value (Proprietary Funds)  
Accumulated Depreciation (Proprietary Funds)  
Depreciation Expense (Proprietary Funds)  
Whether the asset is covered by a maintenance agreement  
Who the maintenance agreement is with  
When the maintenance agreement expires  
The condition of the asset

### Fixed Asset Valuation

Generally, fixed assets are valued at historical cost. There are, however, different ways to compute historical cost depending on the method in which the asset is obtained.

Sources of historical data can include: invoices, purchase orders, cancelled checks, vouchers, contracts, Board minutes, general ledger records, real estate closing documents, tax assessment records, grant records, inventory cards, maintenance records, price lists, vendors, etc.

Sources of reproduction/standard cost data can include: manufacturer's price list, catalogs and quotations, distributors and supply company catalogs, industry publications, magazines, etc.

Source of normal cost data can include published prices, such as the Consumer's Price Index.

Inclusions to cost or reproduction cost should be analyzed during the valuation process to ensure that full cost information (the acquisition cost to place the asset in use) is obtained and included in the capitalized amount for a fixed asset, in compliance with generally accepted accounting principles. Examples of the cost to be included in the capitalized amounts of the following assets, assuming direct purchases, are:

Land: Include purchase price, legal and title fees, damage payments, site preparation and demolition.

Buildings, Building Improvements and Improvements Other Than Buildings: Include purchase price, contract price, fees, claims, interest and related cost during construction.

Furniture and Equipment: Include purchase or assembled cost, freight and installation.

Donations of assets can occur in a governmental setting, with assets being acquired as gifts from individuals or organizations. Valuation of these assets should be established based on the fair market value on the date of the gift.

Special care must be given when determining if an outlay qualifies for capitalization as an improvement. Expenditures relating to fixed assets are made throughout the useful life of the asset. Whether these costs should be capitalized or charged to the current period as incurred is

difficult to determine. Generally, significant expenditures that result in additional asset service, more valuable asset service, or extensions of the useful economic life of an asset should be capitalized. Expenditures to repair assets or simply maintain assets in good operating condition should not be capitalized, but charged to the current period as an operating cost.

Construction in progress is an accounting valuation of assets (typically buildings) currently being built or assembled, in terms of the cumulative cost incurred up to the balance sheet date. The construction accounts are typically supported by capital project or construction funds and should be used to accumulate and record construction-related transactions and costs until such time as the asset is complete and placed into service. It is at this point that the construction accounts and the fixed asset(s) obtained are recorded on the fixed asset accounting system.

Transfers of property between governmental funds are merely a change in location, department responsibility, etc., of fixed assets. A transfer of property from a governmental fund to a proprietary fund with no monetary consideration involved is a capital contribution that should be valued, in the proprietary fund, at the fair market value of the transferred asset on the date of transfer. Likewise, a transfer of property from a proprietary fund to a governmental fund, with no monetary consideration involved should be considered as a donated asset in the general fixed asset account group for its fair market value on the date of transfer.

Exchange or trade-ins of fixed assets sometimes take place in the course of asset acquisitions. When this occurs, the fixed asset property records are updated to reflect the fixed assets exchanged or traded-in for new assets. The valuation procedure depends on whether the asset is part of the general fixed asset account group or a proprietary fund. The former does not record a gain or loss. The value of the new asset is calculated as the trade-in or exchange value allowed for the new asset, plus any cash paid. The capitalized cost of the new asset is not to exceed its fair market value.

All relevant information regarding exchanges or trade-ins of fixed assets should be noted and described on the related purchase orders and communicated to the Treasurer's office at the time fixed asset disposals and acquisitions are reported.

#### Fixed Asset System Maintenance

##### Responsibility:

The responsibility for accounting policies and procedures of the Board's fixed asset records rest with the Treasurer's office. On an annual basis, depreciation should be calculated and summary reports run indicating accumulated and current depreciation for all fixed assets that are being depreciated. The Treasurer's office also has the responsibility to ensure that amounts reported on the fixed asset system records reconcile with one another, as appropriate, and are verifiable and traceable to source documents, departmental records, etc.



### Physical Inventory of Fixed Assets

A periodic physical inventory is necessary for accountability and control. It confirms the reliability (or lack of reliability) that can be placed on the fixed asset accounting system by verifying the actual existence of the items represented by the fixed asset records.

The Board acknowledges that it does not have the manpower and other resources needed to conduct an annual physical inventory. For fixed asset control the Board will rely on the following four comparisons of fixed assets on hand to fixed asset records:

- A. Compare a sample of fixed asset purchases to the fixed asset records to make sure they are properly recorded.
- B. Compare a sample of fixed assets sold to the fixed asset record to make sure the asset records now indicate the sale.
- C. Compare a sample of assets selected by observation from throughout the district to the fixed asset record to make sure they are identified on the record and the associated information has been properly recorded.
- D. Select a sample of assets from the fixed asset record and trace the records to the locations identified to verify the physical existence of the assets.

The actual comparison is the responsibility of the principal/department head. This individual then forwards the completed report and a copy of the building/department inventory to the Treasurer's office for final review and comparison.

### Tagging Fixed Assets

Tags should be placed on the assets so that they are not easily removed or destroyed by asset use. All tags used by the district shall contain both the Board's name and an identification number.

The numerical designation appearing on the tag will be a simple consecutive series of numbers which are assigned to assets in consecutive order, without regard for type of asset and location. The use of a consecutive number allows each asset to carry the assigned number throughout its entire life, regardless of its location. Once disposition has occurred, the number should be retired. Tag numbers should be assigned by the Treasurer's office.

### Disposals

Board fixed assets are retired through several means including sale, trade-in, loss by theft, etc. All disposals by any means, must be reported to the Treasurer's office using the prescribed asset disposal form.

Pursuant to O.R.C. §3313.41, an asset to be disposed of by sale which has a current value in excess of \$10,000 must be sold at an auction. Before the property may be sold, the Board must declare the property as being no longer needed for school purposes. The Treasurer's office shall be informed of such auctions and shall be provided with a full report and accounting of all assets disposed of for use in updating the fixed asset records. All sale or trade-in of assets, regardless of value, must have prior written approval of the Treasurer's office.

For the disposal of property which is valued at less than \$10,000, the Administration is required to follow these procedures:

1. The Superintendent shall determine that the value of the property is less than \$10,000. The property shall be valued pursuant to a reasonable method as determined by the Superintendent.
2. The Board of Education shall adopt a resolution declaring that the real or personal property is no longer needed for school purposes and directing that the property be sold and that the value of the property is less than \$10,000.
3. The Superintendent shall sell the property by bids, general sale, negotiated sale, or by trade as determined by the Superintendent or the Board on an individual basis.

#### General Fixed Asset Account Group

Gains and losses are not recognized for retirements with the general fixed asset account group. If the asset is sold, the appropriate record is removed from the account group, along with the applicable "investment in general fixed asset" record (on the general ledger). The cash received is posted to the appropriated governmental fund in the current period as an other financing source – proceeds from the sale of fixed assets. For assets exchanged for replacements, refer to the section on exchanges or trade-ins in this policy.

#### Proprietary Funds

Retirement of assets within proprietary fund types incorporate gains and losses due to the income determination nature of these funds. If an asset is sold, the gain or loss basis is book value. The asset record and its related accumulated depreciation are removed from the individual proprietary fund general ledger to retire the fixed asset. For assets exchanged for replacements, refer to the section on exchanges or trade-ins in this policy.

LEXINGTON LOCAL SCHOOL DISTRICT  
AUTHORIZATION FOR DISPOSAL OF EQUIPMENT

1. Building/Department: \_\_\_\_\_

2. Asset(s) to be disposed of:

Item #	Description	Condition
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

3. Reason for Disposal: \_\_\_\_\_

4. If traded in on new Asset:  
Amount offered for trade in: \_\_\_\_\_  
Purchase Order Number of new asset: \_\_\_\_\_  
Description of new asset: \_\_\_\_\_

5. If out-right sale:  
Amount offered for equipment: \_\_\_\_\_

Signature of person making request: \_\_\_\_\_  
Date: \_\_\_\_\_

Send to Superintendent for approval.

AUTHORIZATION TO DISPOSE OF ITEM:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

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

Send signed copy to Principal/Building.  
Send Original to Treasurer's Office.

LEXINGTON LOCAL SCHOOL DISTRICT  
EQUIPMENT TRANSFER FORM

Equipment being Transferred from: _____ (Building/Room)		
Equipment being Transferred to: _____ (Building/Room)		
Reason for Transfer: _____		
Item(s) being Transferred:		
Item #	Description	Condition
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
Principal Signature of building items transferred from:		Date: _____
Principal Signature of building items transferred to:		Date: _____
Send one copy with all signatures to Treasurer's Office.		

LEXINGTON LOCAL SCHOOL DISTRICT

ASSET DONATION FORM

This form is only used when equipment is donated to the district.

Name of Donor: \_\_\_\_\_

Address of Donor: \_\_\_\_\_

Building/Department Donated to: \_\_\_\_\_

Description of Item: \_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Year Originally Purchased by Donor: \_\_\_\_\_

Condition (Circle One) Good Fair Poor New

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The value, if any, of the donated equipment will be set by the Treasurer's Office.

Original Copy to Treasurer's Office.

### **UNIFORM FEDERAL GRANT GUIDANCE**

This policy shall apply to the District's receipt and use of Federal grant awards.

#### **I. PAYMENT**

The District shall minimize the time elapsing between the transfer of funds from the United States Treasury or a pass-through entity and the disbursement by the District, whether payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall make timely payments to contractors in accordance with relevant contract provisions.

#### **Use of Resources Before Requesting Cash Advance Payments**

To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

#### **Use of Banks and Other Institutions as Depositories of Advanced Payments**

The District shall account for the receipt, obligation, and expenditure of funds. The District shall deposit and maintain advance payments of Federal funds in insured accounts whenever possible. Advance payments of Federal awards shall be maintained in interest-bearing accounts, unless the following apply:

1. The District receives less than \$120,000 in Federal awards per year;
2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances;
3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources; or
4. A foreign government or banking system prohibits or precludes interest bearing accounts.

Interest earned amounts up to \$500 per year may be retained by the District for administrative expenses. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either the Automated

Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by financial institutions), as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from the Automated Standard Application for Payments (ASAP), the National Science Foundation (NSF), or another federal agency payment system. Submitted remittances shall comply with the requirements of 2 C.F.R. §200.305.

## II. FINANCIAL MANAGEMENT

### Direct and Indirect Costs

1. **Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.**

**These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program).**

2. **Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.**

**These costs may include: general data processing, human resources, utility costs, maintenance, and accounting.**

**Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.**

**The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:**

- A. Administrative or clerical services are integral to a project or activity.**
- B. Individuals involved can be specifically identified with the project or activity.**
- C. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.**
- D. The costs are not also recovered as indirect costs.**

**Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.**

**Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education or the pass-through entity.**

#### Costs

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowed under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with generally accepted accounting principles (GAAP), except as otherwise provided for in 2 C.F.R. §200.403.



6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period.
7. Be adequately documented.

#### Financial Management System

The District's financial management system, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, shall be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The District's financial management system shall provide for the following:

1. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
2. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 C.F.R. §§200.327 and 200.328.
3. Records that identify adequately the source and application of funds for Federally-funded activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
4. Effective control over, and accountability for, all funds, property, and other assets. The District shall adequately safeguard all assets and assure that they are used solely for authorized purposes.
5. Comparison of expenditures with budget amounts for each Federal award.

### III. COMPENSATION – PERSONAL COSTS

Compensation for personal services includes all remuneration, paid currently or accrued, for services of Board employees rendered during the period of performance under the Federal award, including, but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, as set forth in 2 C.F.R. 200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of O.R.C. §200.430 and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policies of the District, as consistently applied to both Federal and non-Federal activities;
2. Follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable; and
3. Is determined and supported as provided in 2 C.F.R. §200.430(i), when applicable.

Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the District. In cases where the kinds of employees required for Federal awards are not found in the other activities of the District, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the District competes for the kind of employees involved.

#### Standards for Documentation of Personnel Expenses

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the District;
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
4. Encompass both Federally assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records in accordance with the District's written policies;

5. Comply with the established accounting policies and practices of the District; and
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

LEGAL REFS: 2 C.F.R. §§200.302; 200.303; 200.305; 200.327; 200.328; 200.403; 200.430;  
200.431

Adopted: \_\_\_\_\_

### **CREDIT CARD POLICY**

The Board of Education recognizes the efficiency and convenience afforded the day-to-day operation of the District by establishing a credit card account.

A credit card account will be established and will be used for incidental purchases authorized by the Treasurer and/or Superintendent. Credit cards shall not be used to circumvent the general purchasing procedures required by law and the policies of the Board. Purchases using the credit card shall be supported by documentation as required by the Treasurer. The credit card must be secured at all times in the Treasurer's office, with request being made for use to the Treasurer.

Only employees of the Board who have received authorization from the Treasurer may authorize and approve credit card transactions. The Treasurer shall document the name and position title of any District employee authorized to use the credit card. Before an employee may use the credit card, he/she must sign an acknowledgment that he/she has read and understands this Board policy. No authorized user of the credit card may incur more than \_\_\_\_\_ Dollars (\$\_\_\_\_\_) in debt through use of the credit card for any individual transaction.

The credit card may be used only for official business and for the benefit of the District. Credit card expenditures for the following are strictly prohibited: entertainment, alcoholic beverages, personal services, and cash advances. A District employee who utilizes the credit card in violation of Board policy may be subject to disciplinary action, including termination.

Cash withdrawals may not be made with the credit card unless prior written approval is obtained from the Treasurer indicating the purpose and necessity for the withdrawal and the amount of money to be withdrawn. The maximum amount of money which may be withdrawn is \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Receipts for any transaction involving the credit card must be obtained by the employee using the card to incur the expense. If an employee fails to submit a receipt to the Treasurer to document a transaction involving the credit card, the employee shall be liable for the expense.

LEGAL REF: Ohio Auditor of State Bulletin 2016-004

Adopted: November 16, 2016

### **TIME AND EFFORT REPORTING**

The District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Pursuant to 2 C.F.R. §200.430, the District must require certification of effort to document salary expenses charged directly or indirectly against federally sponsored projects. This policy is designed to ensure that compensation for employment services, including salaries and wages, is allocable and properly expended, and that variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. §200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this policy, and that the total compensation for individual employees:

1. Is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with the District's written policies and meets the requirements of federal statute, where applicable.

#### **Time and Effort Reports**

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Those records must:

1. Be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the District;
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
4. Encompass both federally assisted and other activities compensated by the District on an integrated basis;
5. Comply with the District's established accounting policies and practices;
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) federal award, a federal award and non-federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District shall follow time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the federal requirements. The Treasurer's office is responsible for all employee effort reports. Individually reported data will be made available only to authorized auditors.

### **Reconciliations**

Budget estimates are not used as support for charges to federal awards, but may be used for interim accounting purposes provided that: (a) the system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed; (b) any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner; and (c) the District's internal controls include a process to review after-the-fact interim charges made to a federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the federal award is accurate, allowable, and properly allocated.

LEGAL REFS.: 2 C.F.R. §§200.430, 200.431

Adopted: \_\_\_\_\_

### **PROCUREMENT WITH FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for with federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and/or regulations, the terms and conditions of the federal grant, and Board policy.

The Superintendent shall maintain a procurement and contract administration system in accordance with the “Procurement Standards” set forth in §§2 C.F.R. 200.317-.326 for the administration and management of federal grants and federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District’s Uniform Grant Guidance Board policy.

Board employees, officers, and agents who have purchasing authority shall abide by the standards of conduct governing conflicts of interest and governing the actions of employees, officers, and agents engaged in the selection, award, and administration of contracts set forth in Board policy and Ohio Ethics Law.

The District shall avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

#### **Competition**

All procurement transactions shall be conducted in a manner that encourages full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding requirements;
3. Noncompetitive contracts to consultants that are on retainer contracts;

4. Noncompetitive pricing practices between firms or between affiliated companies;
5. Organizational conflicts of interest;
6. Specifying only a ‘brand name’ product instead of allowing for an “equal” product to be offered and describing the performance or other relevant requirements of the procurement;
7. Any arbitrary action in the procurement process.

The District shall not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except where an applicable federal statute expressly mandates or encourages a geographic preference. When the District is contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

If the District uses a pre-qualified list of persons, firms or products to acquire goods and services, such list shall include enough qualified sources as to ensure maximum open and free competition.

### **Solicitation Language**

All solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

### **Procurement Methods**

The District shall utilize one of the following methods of procurement:



1. Micro-Purchases

The aggregate dollar amount does not exceed the threshold established in 2 C.F.R. §200.67. To the extent practicable, the District will distribute such purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive bids if the Board considers the price reasonable.

2. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$25,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$25,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

- A. A complete, adequate, and realistic specification or purchase description is available;
- B. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- C. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- A. Bids shall be solicited in accordance with the provisions of state law and Board policy. Bids shall be solicited from an adequate number of qualified suppliers, providing them sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

- B. The invitation for bids, which will include product/contract specifications and pertinent attachments, must define the items and/or services required in order for the bidder to properly respond.
- C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- D. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- E. The Board reserves the right to reject any or all bids for sound documented reason(s).

#### 4. Competitive Proposals

Procurement by competitive proposal is normally conducted with more than one (1) source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- A. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- B. Proposals shall be solicited from an adequate number of sources.
- C. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- D. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- E. The District may use competitive proposal procedures for qualifications based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most

qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- A. The item is available only from a single source
- B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- C. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- D. After solicitation of a number of sources, competition is determined to be inadequate

**Contract/Price Analysis**

The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Action Threshold (\$150,000), including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation but the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

**Time and Materials Contracts**

The District uses a time and materials type contract only after a determination that no other contract is suitable if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of

(1) the actual costs of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### **Suspension and Debarment**

The Board will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District. Consideration will be given to such matters as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. In accordance with 2 C.F.R. §180.300, for contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the federal government's System for Award Management; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor.

### **Bid Protest**

The following procedure shall be used to resolve disputes relating to procurements.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request for Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

### **Maintenance of Procurement Records**

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but not be limited to rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

LEGAL REFS.: 2 C.F.R. §§200.317 - .326

Adopted: \_\_\_\_\_

### **DISPOSAL OF PROPERTY**

When the Board decides to dispose of real or personal property that it owns in its corporate capacity and that exceeds in value Ten Thousand Dollars (\$10,000.00), it shall sell the property at public auction, after giving at least thirty (30) days' notice of the auction by publication in a newspaper of general circulation in the District, by abbreviated publication as provided in O.R.C. §7.16, or by posting notices in five (5) of the most public places in the District. The Board may offer real property for sale as an entire tract or in parcels.

When the Board has offered real or personal property for sale at public auction at least once, and the property has not been sold, the Board may sell it at a private sale. Regardless of how it was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels, and personal property in a single lot or in several lots.

If the Board decides to dispose of real or personal property that it owns in its corporate capacity and that exceeds in value Ten Thousand Dollars (\$10,000.00), it may sell the property to the adjutant general; to any subdivision or taxing authority under O.R.C. §5705.01, township park district, board of park commissioners under O.R.C. Chapter 755, or park district under O.R.C. Chapter 1545; to a wholly or partially tax-supported university, university branch, or college; to a nonprofit institution of higher education that has a certificate of authorization under O.R.C. 1713; to the governing authority of a chartered nonpublic school; or to the board of trustees of a school district library, upon such terms as are agreed upon. The sale of real or personal property to the board of trustees of a school district library is limited, in the case of real property, to a school district library within whose boundaries the real property is situated, or, in the case of personal property, to a school district library whose boundaries lie in whole or in part within the District.

If the Board decides to trade as a part or an entire consideration, an item of personal property on the purchase price of an item of similar personal property, it may trade the same upon such terms as are agreed upon.

The President and the Treasurer of the Board shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade of property under this Policy.

Except as provided in O.R.C. §§3313.412 and 3313.413, when the Board has identified a parcel of real property that it determines is needed for school purposes, the Board may, upon a majority vote of the members of the Board, acquire that property by exchanging real property that the Board owns in its corporate capacity for the identified real property, or by using real property that the board owns in its corporate capacity as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition made pursuant to this division shall be made by a conveyance executed by the President and the Treasurer of the Board.

Except as provided in O.R.C. §§3313.412 and 3313.413, if the Board decides to dispose of real property, prior to disposing of that property, it shall first offer that property for sale to the governing authorities of the start-up community schools established under O.R.C. Chapter 3314, and the board of trustees of any college-preparatory boarding school established under O.R.C. Chapter 3328, that are located within the territory of the District. The Board shall offer the property at a price that is not higher than the appraised fair market value of that property as determined in an appraisal of the property that is not more than one year old. If more than one community school governing authority or college-preparatory boarding school board of trustees accepts the offer made by the Board, the Board shall sell the property to the governing authority or board that accepted the offer first in time. If no community school governing authority or college-preparatory boarding school board of trustees accepts the offer within sixty (60) days after the offer is made, the Board may dispose of the property.

#### Donating Board Property

When the Board has property that it finds, by resolution, is not needed for District use, is obsolete, or is unfit for the use for which it was acquired, the Board may donate that property if the fair market value of the property is, in the opinion of the Board, Two Thousand Five Hundred Dollars (\$2,500.00) or less.

The property may be donated to an eligible nonprofit organization that is located in Ohio and is exempt from federal income taxation pursuant to 26 U.S.C. §501(a) and (c)(3). Before donating any property, the Board shall adopt a resolution expressing its intent to make unneeded, obsolete, or unfit-for-use school district property available to these organizations. The resolution shall include guidelines and procedures the Board considers to be necessary to implement the donation program and shall indicate whether the District will conduct the donation program or the Board will contract with a representative to conduct it. If a representative is known when the resolution is adopted, the resolution shall provide contact information such as the representative's name, address, and telephone number.

The resolution shall include within its procedures a requirement that any nonprofit organization desiring to obtain donated property shall submit a written notice to the Board or its representative. The written notice shall include evidence that the organization is a nonprofit organization that is located in Ohio and is exempt from federal income taxation pursuant to 26 U.S.C. §501(a) and (c)(3); a description of the organization's primary purpose; a description of the type or types of property the organization needs; and the name, address, and telephone number of a person designated by the organization's governing board to receive donated property and to serve as its agent.

After adoption of the resolution, the Board shall publish, in a newspaper of general circulation in the District, or through abbreviated publication as provided in O.R.C. §7.16, notice of its intent to donate unneeded, obsolete, or unfit-for-use District property to eligible nonprofit organizations. The notice shall include a summary of the information provided in the resolution

and shall be published twice. The second notice shall be published not less than ten (10) nor more than twenty (20) days after the previous notice. A similar notice also shall be posted continually in the Board's office and on its website.

The Board or its representative shall maintain a list of all nonprofit organizations that notify the Board or its representative of their desire to obtain donated property and that the Board or its representative determines to be eligible, in accordance with the requirements set forth in this section and in the donation program's guidelines and procedures, to receive donated property.

The Board or its representative also shall maintain a list of all District property the Board finds to be unneeded, obsolete, or unfit for use and to be available for donation. The list shall be posted continually in a conspicuous location in the Board's office and on its website. An item of property on the list shall be donated to the eligible nonprofit organization that first declares to the Board or its representative its desire to obtain the item, unless the Board previously has established, by resolution, a list of eligible nonprofit organizations that shall be given priority with respect to the item's donation. Priority may be given on the basis that the purposes of a nonprofit organization have a direct relationship to specific District purposes of programs provided or administered by the Board. A resolution giving priority to certain nonprofit organizations with respect to the donation of an item of property shall specify the reasons why the organizations are given that priority.

Members of the Board shall consult with the Ohio ethics commission, and comply with Chapters 102 and 2921 of the Ohio Revised Code, with respect to any donation to a nonprofit organization of which a Board member, any member of a Board member's family, or any business associate of a Board member is a trustee, officer, board member, or employee.

LEGAL REFS.: O.R.C. §3313.41

Adopted: March 15, 2017



**BOARD OF EDUCATION**

**POLICIES**

**CHAPTER IX**

**COMMUNITY RELATIONS**

---

### **COMMUNITY RELATIONS PROGRAM**

The Superintendent shall direct an information program designed to inform the community of the achievements and needs of the schools. The information program shall include at a minimum annual reports of school progress for each school and a regularly updated website.

To these ends, the community relations program shall encourage stakeholder participation in and support of the educational program and shall endeavor to achieve the following goals:

- A. To develop intelligent stakeholder understanding of the school system in all aspects of its operation.
- B. To determine how the stakeholders feel about the school system and what it wishes the school system to accomplish.
- C. To develop stakeholder understanding of the need for adequate financial support for a sound educational program.
- D. To help stakeholders assume a more direct responsibility for the quality of education the school system provides.
- E. To earn the good will, respect, and confidence of the stakeholder in the personnel and services of the school system.
- F. To bring about stakeholder understanding of the need for improvement and what must be done to facilitate essential change in the school system.
- G. To involve stakeholders in the work of the Board and the solving of its educational problems.
- H. To invite the assistance, cooperation, and understanding of elected and appointed officials and committees in the development of educational programs and facilities.
- I. To promote a genuine spirit of cooperation between the Board and the community in sharing leadership for the improvement of the community.

### **PARENTAL INVOLVEMENT IN EDUCATION**

The Board believes that parent/guardian involvement is an important part of the educational program.

All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children, and such persons will be informed of the following:

- A. The importance of the involvement of parents and foster caregivers in directly affecting the success of their children's or foster children's educational efforts;
- B. How and when to assist their children or foster children in and support their children's or foster children's classroom learning activities;
- C. Techniques, strategies, and skills to use at home to improve their children's or foster children's academic success and to support their children's or foster children's academic efforts at school and their children's or foster children's development as future responsible adult members of society.

To this end, the Board supports these National Parent/Teacher Association standards:

- A. Communication – that communication between home and school is regular, two-way and meaningful.
- B. Parenting – that parenting skills are promoted and supported.
- C. Student Learning – that parents play an integral role in assisting student learning.
- D. Volunteering – that parents are welcome in the school, and their support and assistance are sought.
- E. School Decision-Making and Advocacy – that parents are full partners in the decisions that affect children and families.
- F. Collaborating and Community – that community resources are used to strengthen schools, families, and student learning.

LEGAL REFS: O.R.C. §3313.472  
O.A.C. 3301-35-06

### **PARENT PARTICIPATION IN TITLE I PROGRAMS**

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan from each school being served contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The following guidelines describe what should be included in the Title I plan:

- A. Parents are to be involved in the program, including their participation in the development of the plan.
- B. Meetings shall be conducted with parents including provisions for flexible scheduling and whatever assistance the district may be able to provide parents in order to better ensure their attendance at meetings.
- C. Meetings shall include review and explanation of the curriculum, means of assessments, and the achievement levels students are expected to attain and maintain.
- D. Parents shall be provided opportunities to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan.
- E. Parents shall be involved in the planning, review, and improvement of the Title I program.
- F. Parents shall be assisted in providing help to their children in achieving the objectives of the program.
- G. Other activities will be conducted as appropriate to the plan.

This policy shall be updated annually.

### **SCHOOL VISITORS**

Visitors to the schools are welcomed. However, the district's educational program is not to be disturbed by such visitors. Board members will also be required to adhere to this Policy. Therefore, the following rules are in effect:

- A. No person shall trespass or loiter in any school building of this district or on the grounds thereof or on other grounds owned or used by the school district.
- B. All persons entering a school building shall immediately report their presence to the building office. The principal shall require all visitors to properly identify themselves.
- C. Any parent wishing to visit a school/classroom which his or her child attends may do so only by making prior arrangements with the building principal. Arrangements must be made at least one school day in advance. A class may occasionally be involved in an activity, such as the administration of standardized examinations, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions, the principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.
- D. In the event a person who is not a parent of a child attending the particular school desires to visit a particular classroom or classrooms, this wish should be communicated to the principal prior to the visitor's arrival at the school. If for any reason the visit would interfere with the program planned for the classroom in question on the day of the proposed visit, the principal shall advise the proposed visitor of the scheduling problem, and shall at that time, arrange a definite day of visitation. In the event a person who is not a parent arrives at a particular school, not having made advance arrangements as set forth herein, whether he or she shall be permitted to visit the school or classroom shall be at the discretion of the principal.
- E. A teacher shall not admit a visitor to his or her classroom unless the visitor is either accompanied by the principal or some person designated by the principal, or presents to the teacher approved identification.
- F. While visiting in a classroom under the aforementioned conditions, a visitor shall not interrupt the class in any way, nor speak to or disturb the children. Use of audio or visual equipment to record class activities is prohibited unless approved by the principal. If the visitor desires to ask questions of or to confer with the teacher, he or she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.
- G. In order not to unreasonably interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall

have the further right to determine a reasonable period of time for a visitor to remain in a classroom.

- H. When a visitor leaves the classroom, unless otherwise arranged with the principal's office, he or she will return directly to the principal's office, and promptly leave the building.
- I. A parent having more than one child in the same school may visit each child's classroom, proceeding from one class to the other. In the event a visitor who is not a parent desires to visit more than one classroom in a building the principal may require that he or she return to the principal's office after visiting each classroom in order that he or she may be directed to the next classroom he or she desires to visit, and to enable the principal's office to have full knowledge at all times of the number and whereabouts of visitors in the building.
- J. The Superintendent or principal shall have complete authority to exclude from the school premises any persons whom he or she has reason to believe are disruptive to the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act. If the person refuses to leave, the Superintendent or principal may summon assistance from the appropriate law enforcement agency.

Rules regarding the entry of persons upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, a sign shall be posted in a conspicuous location in each building and on each parcel of real property owned or controlled by the Board of Education stating the following:

“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 onto these premises or into a school safety zone.”

### **ORGANIZATIONS SUPPORTING EDUCATION**

The Board may offer the opportunity for any authorized school support entity to purchase coverage under the district's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer.

District support organizations are encouraged to obtain not-for-profit tax exempt status from the Internal Revenue Service (IRS), and to comply with the fund-raising and financial disclosure requirements of the IRS, the Ohio Attorney General, the Ohio Secretary of State, and the Board of Education.

Any organization not established by the Board of Education must request permission from the Superintendent to use the district's name or emblem or claim affiliation with the district. Permission may be withdrawn by the Superintendent at any time if the Superintendent determines that the organization is acting inappropriately or not in the interests of the district. The determination to grant permission to use the district's name or claim affiliation with the district or the withdrawal of such permission may be appealed to the Board of Education.

No district support organization shall be permitted to build, construct, renovate, place, or install any building, playground equipment, or any other structure or equipment on school district property without the approval of the Board of Education. Any such building, equipment, or structure shall become the property of the Board of Education upon completion of the construction, renovation, or installation.

### **GIFTS, GRANTS AND DONATIONS**

The Board accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. It recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program. It shall be the general policy of the district to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures. The Board may accept any gift or grant of land with or without improvement, and of money or other personal property, and acknowledge the purpose, if any, for which the gift was made.

The Board reserves the right to refuse to accept any gift when the conditions and stipulations connected with it deprive the Board of control of the gift or when ownership would tend to deplete the resources of the district.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board and is subject to the same controls and regulations as are other properties of the Board.

Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent for Board consideration and approval.

Because of differences in economic resources available to the various schools, and for other reasons, the purchase of equipment on a matching fund basis, (part of cost provided by an individual or organization and part by the Board of Education from public funds) must receive the prior approval of the Superintendent.

Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.

A list of supplies and equipment contributed primarily for school use should be reported to the Board by the Superintendent or designee.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.



### **EMERGENCY CLOSINGS**

The Superintendent, or in his/her absence the Assistant Superintendent, is empowered to close the district schools, utilize a two-hour delay, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health and safety of students and personnel. While it may be prudent, under certain circumstances to excuse all students from attending school, to delay the opening, or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of children:

- A. Weather conditions, both existing and predicted.
- B. Driving, traffic and parking conditions affecting public and private transportation facilities.
- C. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
- D. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

Students, parents, and staff will be informed early in each school year of the procedures which will be used to notify them in case of emergency closing. When the district schools are closed for emergency reasons, staff members will comply with administrative regulations and collective bargaining agreements for reporting for work.

### **COMMUNITY USE OF SCHOOL FACILITIES**

The Board of Education subscribes to the philosophy that the public schools are owned and operated by and for its patrons and that the schools are an integral part of the community. To this end, the Board of Education encourages the public use of school facilities. Authorization for the use of school facilities shall not be considered an endorsement of, or approval of, the activity, group or organization nor the purposes they represent.

School-sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the Board and/or the Assistant Superintendent. Such use will be determined by the district policy and will only be at such times as the facilities required are free from district curricular or extra-curricular activities.

#### **General Policy, Procedures, and Regulations**

- A. Requests to use school facilities shall be made to the Assistant Superintendent. The written permit shall state:
  - 1. Facility desired;
  - 2. Date of use;
  - 3. Hours of use (approximate);
  - 4. Equipment needed;
  - 5. Purpose of meeting;
  - 6. Attendance expected (approximate);
  - 7. Name of group;
  - 8. Name, address, and phone number of person responsible. This person must be of legal age and must take full responsibility for supervision of the members of the group. He/she should be the first to enter and the last to leave the building.
- B. The Assistant Superintendent will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
- C. The Assistant Superintendent shall assign a custodian or custodians as needed and inform the Treasurer as to the amount the organization should be billed. Charges for the use of school facilities will be payable to the Treasurer of the Board of Education.
- D. Sponsoring organizations shall provide sufficient competent adult supervision. The amount of adequate supervision will be agreed upon at the time the authorization is issued. This section does not apply to adult groups utilizing a school facility.
- E. Alcoholic beverages are not permitted on school facilities (or on school property) at any time.

- F. All applicants for the use of district facilities shall agree that the property shall not be used for any unlawful purpose and shall hold the Board of Education free and without harm, from any loss, damage, liability or expense that may arise during, or caused in any way by, such use or occupancy of district facilities. In the event that property loss or damage is incurred during such use or occupancy of the district's facilities, the amount of damage shall be determined and a bill for damages presented to the group using or occupying the facilities during the time of the loss or damage.
- G. It is agreed that, as a condition for using the property, the renter shall provide the Board of Education with evidence that there is general liability insurance, including contractual liability, in force that will apply to the renter's use of the property and will hold the Board of Education harmless. Minimum acceptable limits of liability shall be \$1,000,000.00 per occurrence. This requirement may be waived by the Superintendent.
- H. All use of the district's facilities shall be free of obscure and controversial purposes. Should an objection be lodged against a specific use of district facilities by any group, such objection is only valid if it is made in writing to the Superintendent and bears the signature of the individual and/or group of individuals making the complaint. When such a complaint is lodged according to the procedures established above, the following will apply if considered to be an appropriate complaint by the Superintendent:
- Use of the facilities by the applicant may be suspended temporarily to afford the Superintendent sufficient time to meet with the Board and all concerned parties. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending meeting.
  - Within ten (10) days of temporary suspension, the Superintendent, the complainant, and the applicant shall meet at a specified time and location to determine the validity or nonvalidity of the complaint. The Superintendent shall be the deciding authority, and the Superintendent's decision shall be final. A written copy of the decision may be obtained by any and all members of either the complainant group or the applicant group by request.
- I. No child may enter the building until the adult supervisor arrives.
- J. Absolutely no one other than members of the group and supervisor are permitted in the building.
- K. No one is permitted in unauthorized areas of the building.
- L. All areas and facilities are to be left clean and orderly at the end of the session. Persistent violators will be deprived of using facilities.

- M. Use of profane or abusive language is undesirable and will not be tolerated.
- N. Rentals do not include the use of school equipment.
- O. The Board shall reserve the right to refuse use if determined injurious to public and educational welfare.
- P. Anyone violating the above rules may be denied further use of school facilities.

### Rental Charges

Computation of rental fees to be charged to Classes I, II, and III shall be based on costs incurred for custodial salaries, retirement, and other fringe benefits, plus in Classes II and III, a minimal amount to cover costs of heat, light, etc. Fees for use by Class IV shall cover the above, plus an amount to compensate the taxpayers of the district for use of a public building for a profit-making venture conducted by a private group.

#### Class I

Includes all school sponsored student activities, youth activities involving students of the Lexington Local School District, and school related adult groups.

All weekend or activities during school recess periods will be strongly discouraged. No rental fee will be charged the above groups unless extra custodial time is required. In that event, a fee for actual expenses will be charged to all Class I groups with the following exceptions:

1. Athletic contests which cannot be scheduled on weekdays.
2. Music department concerts which cannot be scheduled on weekdays.
3. Homecoming dance.
4. One high school student dance per year.
5. Junior and/or senior prom.
6. Junior, senior, or all-school play.
7. Fund raising activities sponsored by booster groups.
8. Other similar activities with the approval of the Board.

#### Class II

Includes all non-school related adult activities involving citizens of the Lexington Local School District. A list may be required of such groups, showing that the majority of the participants reside in the school district. A five dollar (\$5.00) per hour fee will be charged the above groups for each time they use the school during the regular custodial

work schedule. In the event that extra custodial time is required, an additional fee for actual expenses will be charged.

### Class III

Includes all other groups requesting use of the school. In this category, no admission may be charged by the group nor may any profit-making activities be conducted.

Rental fee shall be fifteen dollars (\$15.00) per hour. The rental fee shall be computed from the time the group requests access to the building until the event is over and thereafter while the building is cleaned and made ready for the normal school activities.

### Class IV

Includes all non-school groups requesting use of the building for a profit-making event.

These groups shall, in advance of the event, submit to the Board of Education all details of the program including an estimate of the anticipated profits.

The Board of Education shall approve or deny the request and set the rental fee for use of the building.

### Special Provisions

#### High School Auditorium

##### Class I

As above under Class I.

##### Class II

Includes all non-school related adult non-profit activities involving citizens of the Lexington Local School District. A list may be required of such groups, showing that the majority of the participants reside in the school district. Rental fee –

1. Five dollars (\$5.00) each time the auditorium is used.
2. Actual expenses for custodian(s) as needed.
3. Actual expenses for light/sound technician(s) as needed.
4. Actual expenses for security patrol as needed.

Class III

Includes all other non-profit groups requesting use of the school.

Rental fee shall be fifteen dollars (\$15.00) per hour.

Rental fee shall be computed from the time the group requests access to the building until the event is over and thereafter while the building is cleaned and made ready for normal school activities.

In addition to the above, the following fees will be charged:

1. Actual expenses for custodian(s) as needed.
2. Actual expenses for light/sound technician(s) as needed.
3. Actual expenses for security patrol as needed.

Class IV

As above under Class IV.

BUILDING USE REQUEST  
LEXINGTON LOCAL SCHOOL DISTRICT

This form must have each item completed in order for consideration to be granted request.

1. Building requested \_\_\_\_\_
2. Organization requesting use of building \_\_\_\_\_  
\_\_\_\_\_
3. Person requesting approval for organization \_\_\_\_\_
4. Address \_\_\_\_\_ Phone \_\_\_\_\_
5. Person responsible for providing proper supervision \_\_\_\_\_  
\_\_\_\_\_
6. Date requested \_\_\_\_\_
7. Times building will be used \_\_\_\_\_
8. Alternate date requested \_\_\_\_\_
9. Type of activity planned \_\_\_\_\_
10. Facilities required:

Cafeteria	_____
Gym	_____
Classrooms	_____
Auditorium	_____
Grounds	_____
11. Will admission be charged for this activity? \_\_\_\_\_  
If so, how much? \_\_\_\_\_
12. Treasurer of organization or person the Board shall bill if charges are required:  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

We agree to abide by the Board of Education building use policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Building Administrator Approval      Date

\_\_\_\_\_  
Assistant Superintendent Approval      Date

LEXINGTON LOCAL SCHOOL DISTRICT  
RENTAL AGREEMENT/WAIVER OF CLAIMS

This Agreement made and concluded at Lexington, Ohio, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Board of Education of the Lexington Local School District, and \_\_\_\_\_ (Renter).

WITNESSETH:

Said Board of Education agrees to the use of the following described property by said Renter, on the date (dates) indicated, at the price set forth and under the conditions listed in the Policies of the Board which are incorporated herein by reference:

<u>DATE</u>	<u>PROPERTY TO BE USED</u>	<u>RATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Payment to be made promptly within thirty (30) days after use. Make checks payable to the Treasurer of the Lexington Local School District Board of Education, 103 Clever Lane, Lexington, Ohio 44904.

It is agreed that the above-described property will not be used for any unlawful purpose and the Renter will keep the property in as good condition as it now is, reasonable use excepted.

It is further agreed that school use of the properties shall have first priority and that the Board of Education reserves the right to cancel this agreement if such need arises or if said agreement is found to be in violation of State or Local regulations.

It is expressly agreed that all use of the Lexington Local Schools facilities shall be undertaken by me at my sole risk, and I will indemnify, save, and hold harmless the Lexington Local School District and its employees, and said School District and its employees shall not be liable for any injuries, damages or losses to me or my guest(s), or be subject to any claim, demand, injury, or damages whatever including, without any limitation, those damages resulting from acts of active or passive negligence on the part of Lexington Local Schools or its employees, officers, or agents. I, for myself, and on behalf of my executors, administrators and assigns, do hereby expressly forever release and discharge Lexington Local Schools, its successors and assigns, as well as its employees, officers, and agents, for all such claims, demands, injuries, damages, actions or causes of action.





### **SCHOOL VOLUNTEERS**

The Board of Education recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

1. Assist employees in providing more individualization and enrichment of instruction;
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process; and
3. Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type, except for liability protection as provided by state law.

Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel allotment.

Volunteers will work with students under the immediate supervision and direction of a school employee.

Volunteers are expected to comply with all rules and regulations set forth by the district.

Volunteers will be insured for industrial injury/illness and liability under the district insurance program.

#### **Volunteers**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent or designee shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. She/he shall not be obligated to make use of volunteers whose abilities are not in accord with district needs.

The Superintendent or designee is to inform each volunteer that she/he:

- A. Is required to abide by all Board policies and district guidelines while on duty as a volunteer;

- B. Will be covered under the district's liability policy but the district can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;

The Superintendent shall also ensure that each volunteer is properly informed of the district's appreciation for his/her time and efforts in assisting in the operation of the schools.

**FAMILY AND CIVIC ENGAGEMENT TEAM**

The Board directs the Superintendent to select individuals to serve on a Family and Civic Engagement Team. The Team shall include parents, community representatives, health and human services representatives, business representatives, and other individuals determined to be appropriate by the Superintendent.

The Team shall fulfill the following duties:

- A. Work with the local Family and Children First Council (FCFC) to provide recommendations to the Board regarding qualifications and responsibilities to be included in job descriptions for a family and civic engagement coordinator;
- B. Develop a five-year family and civic engagement plan;
- C. Provide an annual progress report on the development and implementation of the five-year plan for the Board to submit to the FCFC; and
- D. Advise and provide recommendations on any other matter specified by the Board.

**BOARD OF EDUCATION**

**POLICIES**

**CHAPTER X**

**MISCELLANEOUS**

---

## **PERSONAL INFORMATION SYSTEMS**

The Board of Education shall maintain from time to time personal information systems which relate to students, teachers or other employees. The guidelines for the operation of such personal information systems are as follows.

### A. Operation of a System

1. The Superintendent or designee shall be directly responsible for the operation of all personal information systems.
2. Every employee who has any responsibility for the operation or maintenance of a system or the personal information contained in a system shall receive a copy of these rules and regulations and shall conduct themselves in accordance with them as well as the provisions of O.R.C. Chapter 1347.
3. The purpose of these rules is to assure that the personal information within a system is used as authorized and that the subject of any information is aware of the information and is able to challenge its presence within the system.
4. Any employee who initiates or otherwise contributes to any disciplinary or other punitive action against any individual who gives evidence of unauthorized use of information contained in the system shall be subject to the disciplinary measures of the district which can include suspension and/or termination of their employment.

### B. Personal Information in a System

1. Any person who is asked to supply personal information for a system shall be advised that they may refuse to supply the requested information unless there is a legal requirement that they provide the information, in which case, they shall be advised of that requirement.
2. The personal information collected, maintained, and used within a system shall be necessary and relevant to the numerous functions of the school district as required or authorized by statute, regulation or rule or necessarily inferred from those sources.
3. Personal information which is no longer necessary and relevant to those functions should be eliminated from a system at the earliest opportunity in accordance with the Ohio Revised Code.
4. The personal information in a system shall be used in a manner consistent with the purpose of the system and functions of the school district.

C. Access to Personal Information

1. Any person who is the subject of the personal information system or his/her legal guardian or representative with a signed authorization from the person shall have the ability to inspect the personal information in the system relating to said person at reasonable business hours by arranging a prior appointment.
2. Copies of personal information documents may be obtained upon the payment of reasonable reproduction costs.
3. Except for those employees who, as part of their job responsibility, have access to a personal information system from time to time, all persons who have access to a personal information system shall be required to note their name and any other information requested by the Superintendent or designee in a manner prescribed by the Superintendent or designee.
4. The provisions of this policy and the existence of a personal information system shall not prohibit the release of public records or the disclosure of personal information in a public record as provided in O.R.C. §149.43, except that the access to any student information shall be limited only to directory information in accordance with O.R.C. §3319.321 and the Family Educational Rights and Privacy Act and any rules, regulations or policies adopted by the Board of Education thereunder.
5. The release of personal information to members of the general public which is contained within a public record is not an improper use of personal information.

D. Dispute of Personal Information

1. If any person disputes the accuracy, relevance, timeliness, or completeness of personal information relating to him/her and maintained by the school district, said person may request an investigation of the current status of the information by filing a written request with the Superintendent or designee.
2. Upon receipt of the investigation request, the Superintendent or designee shall, within a reasonable time, but not later than ninety (90) days after receipt, conduct a reasonable investigation to determine whether the disputed information is accurate, relevant, timely and complete.
3. The Superintendent or designee shall present the results of the investigation in writing to the Board of Education with a copy of said report being furnished to the disputant.

4. The Board of Education shall, after receipt of the investigation report, decide what action it intends to take regarding the disputed information and shall notify the disputant of its action.
5. Any personal information that the Board of Education, through this investigation process, cannot verify or finds to be inaccurate shall be deleted from the system in accordance with the Ohio Revised Code.
6. If the disputant is not satisfied with the determination and action of the Board of Education, the disputant shall be permitted to place a brief statement of his/her position within the system consisting of not more than one hundred (100) words.
7. Any statement of dispute shall be included in any subsequent transfer, report, or dissemination of the disputed information and, if the Board of Education or the Superintendent believe the statement of dispute to be frivolous or irrelevant, a statement of that belief may also be included.
8. If any information is deleted because the Board of Education found the information to be unverified or irrelevant, or if a statement of dispute has been filed, upon written request of the disputant, notice of such a deletion or a copy of the disputed statement shall be sent to any person specifically designated by the disputant; however, such person shall be someone who is reasonably aware of the existence of the disputed information.
9. The disputant shall be notified of this right to make such a request in a clear and conspicuous manner such as on the notice of the Board of Education's action.



## **HIPAA PRIVACY POLICY**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the district, and sets forth the individual's rights and the district's legal obligations with respect to protected health information. The purpose of this policy is to assist the district in complying with the HIPAA privacy standards, to ensure that individuals receive adequate notice of the district's practices with regard to the dissemination and use of protected health information, and to protect the confidentiality and integrity of protected health information.

### **Definitions**

For the purposes of this policy, the following definitions shall apply:

Individually Identifiable Health Information is a subset of health information, including demographic information collected from an individual and is created or received by a health care provider, health plan, employer, or health care clearinghouse; relates to past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual; and identifies the individual, or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Protected Health Information is individually identifiable health information that is transmitted by electronic means; maintained in any electronic medium, such as magnetic tape, disc, or optical file; or transmitted or maintained in any other form or medium, such as paper, verbal, email, or fax.

Covered Functions means those functions of the district the performance of which makes the school district a health plan, health care provider, or health care clearinghouse.

Designated Record Set is a group of records maintained by or for the district that is medical records and billing records about individuals; the enrollment, payment, claims adjudication, and case or medical management systems; or used in whole or in part by the district to make decisions about individuals.

Business Associate is a person or entity that provides certain functions, activities, or services for or on behalf of the district involving the use and/or disclosure of protected health information.

### **Confidentiality of Individually Identifiable Health Information**

All officers, employees, and agents of the district shall preserve the confidentiality and integrity of individually identifiable health information pertaining to any individual. Individually identifiable health information is protected health information and shall be safeguarded to the extent possible in compliance with the requirements of the security and privacy rules and standards established by the HIPAA.

The district and its officers, employees, and agents will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists, or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

All officers, employees, and agents of the district are expected to comply with and cooperate fully with the administration of this policy. The district will not tolerate any violation of the HIPAA privacy or security standards or this policy. Any such violation shall constitute grounds for disciplinary action up to and including termination of employment.

Any officer, employee, or agent of the district who believes that there has been a breach of these privacy and security policies and procedures or a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his or her immediate supervisor or the Privacy/Security Officer. The Privacy/Security Officer shall conduct a thorough and confidential investigation of any reported breach and notify the complainant of the results of the investigation and any corrective action taken.

The district will not retaliate or permit reprisals against any employee who reports a breach to the integrity or confidentiality of protected health information. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy shall be subject to disciplinary action up to and including termination of employment.

### **Security Provisions**

The district shall take reasonable steps to limit the use and/or disclosure of and requests for protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure or request and to determine the extent to which various classifications of employees need access to such information. The district shall also implement reasonable administrative, technical, and physical safeguards to protect individually identifiable health information from any intentional or unintentional use or disclosure and that mitigate, to the extent practicable, any harmful effect that is known to the district as a result of a use or disclosure of protected health information in violation of this policy or the HIPAA privacy and security standards. The district's security measures shall include the following:

- A. Administrative procedures to guard data integrity, confidentiality, and availability, including documented, formal practices to manage the selection and execution of security measures to protect data and to manage the conduct of personnel in relation to the protection of data;
- B. Physical safeguards to protect data integrity, confidentiality, and availability including the protection of physical computer systems and related buildings and equipment from fire and other natural and environmental hazards and from intrusion and the use of locks, keys, and other administrative measures to control access to computer systems and facilities;
- C. Technical security services to protect data integrity, confidentiality, and availability including processes put in place to protect information and to control individual access to information;
- D. Technical security mechanisms including processes put in place to protect against unauthorized access to data that is transmitted over a communications network; and
- E. The optional use of an electronic digital signature.

### **Mitigating the Effects of Unauthorized Use or Disclosure**

If the Privacy/Security Officer determines that there has been a breach of this privacy policy or the procedures of the district, he/she shall make a determination of the potential harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure shall be referred to the Superintendent or designee for appropriate disciplinary action.

### **Use or Disclosure of Personal Health Information**

The district may use and disclose personal health information, without the written consent of the individual or his/her authorized representative, both within and outside of the district, for the following purposes:

- A. **Treatment:** The provision, coordination, or management of health care, health care services or supplies related to an individual and related services by or among providers, providers and third parties, and referrals from one provider to another.
- B. **Payment:** Activities undertaken by a health plan to obtain premiums or determine responsibility for coverage, or activities of a health care provider or health plan to obtain reimbursement for the provision of health care. Payment activities include, but are not limited to, billing, claims management, collection activities, eligibility determination, and utilization review.

- C. Health Care Operations: Activities of the district to the extent such activities are related to covered functions including quality assessment and improvement activities; credentialing health care professionals; insurance rating and other insurance activities related to the creation or renewal of a contract for insurance; conducting or arranging for medical review, legal services and auditing functions, including compliance programs; business planning such as conducting cost-management and planning analyses to managing and operating the district including formulary development and administration, development, improvements for methods of payment or coverage policies; business management and general administration activities; due diligence in connection with the sale or transfer of assets to a potential successor in interest if the potential successor is a covered entity or will become a covered entity; consistent with privacy requirements, creating de-identified health information, fundraising for the benefits of the covered entity and marketing for which an individual authorization is not required.
- D. As required by law.
- E. For public health activities.
- F. About victims of abuse, neglect, or domestic violence.
- G. To health oversight agencies in connection with health oversight activities.
- H. For judicial and administrative proceedings.
- I. For law enforcement purposes.
- J. Regarding decedents to coroners, medical examiners, and funeral directors.
- K. For research if a waiver of authorization has been obtained.
- L. To prevent serious and imminent harm to the health or safety of a person or the public.
- M. For specialized governmental functions.
- N. Military and veterans activities.
- O. National security and intelligence.
- P. Protective services for the President and others.
- Q. To the Department of the State to make medical suitability determinations.

- R. To correctional institutions and law enforcement officials regarding an inmate.
- S. Workers' compensation if necessary to comply with the laws relating to workers' compensation and other similar programs.

Prior to releasing any protected health information for the purposes set forth above, the district representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials, or other relevant forms of identification or verification.

### **Authorization**

The district shall not disclose protected health information for purpose other than those set forth above without a valid authorization. A valid authorization is a document signed by the individual that gives the district permission to use specified health information for a specified purpose and time frame. The district shall not condition the provision of treatment, payment, enrollment in the health plan, or eligibility for benefits on an individual's provision of authorization except:

- A. The district may condition the provision of research-related treatment on the provision of authorization.
- B. A health plan may condition enrollment or eligibility for benefits on the provision of an authorization requested by the plan prior to enrollment.
- C. The authorization is sought for the plan's eligibility or enrollment determinations relating to the individual or for its underwriting or risk rating determinations.
- D. The district may condition provision of health care that is solely for the purpose of creating protected health information for disclosure to a third party on the provision of authorization for the disclosure of the protected health information to the third party.

To be valid, an authorization shall contain at least the following elements:

- A. A description of the information to be used or disclosed that identifies the information in a specific and meaningful fashion;
- B. The name or other specific identification of the person(s) or class of person(s) authorized to make the requested use or disclosure;
- C. The name or other specific identification of the person(s) or class of person(s) to whom the district may make the requested use or disclosure;

- D. An expiration date or an expiration event that relates to the individual or the purpose of the use or disclosure;
- E. A statement of the individual's right to revoke the authorization in writing and the exceptions to the right to revoke together with a description of how the individual may revoke the authorization;
- F. A statement that information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient and no longer be protected by this rule; and
- G. Signature of the individual and date and, if the authorization is signed by a personal representative of the individual, a description of such representative's authority to act for the individual.

In addition to the requirements set forth above, authorization requested by the district for its own use of protected health information that it maintains, must comply with the following additional requirements:

- A. A statement that the district will not condition treatment, payment, enrollment in the health plan, or eligibility for benefits upon the individual's provision of authorization for the requested use;
- B. A description of each purpose of the requested use or disclosure;
- C. A statement that the individual may inspect or copy the protected health information to be used or disclosed and refuse to sign the authorization; and
- D. If the disclosure of the requested information will result in direct or indirect remuneration to the district from a third party, a statement that remuneration will result.

The district shall provide the individual with a copy of the signed authorization.

An authorization for the use or disclosure of protected health information may not be combined with any other document to create a compound authorization.

An authorization is not valid if the document submitted has any of the following defects:

- A. The expiration date has passed or the expiration event is known to have occurred;
- B. Any required element is missing or has not been filled out;
- C. The authorization is known to have been revoked;

- D. The authorization has been improperly combined with another document;
- E. The district has violated the rules on making the authorization a condition; or
- F. Any material information in the authorization is known to be false.

An individual may revoke an authorization at any time, provided the revocation is in writing.

### **Rights Related to Protected Health Information**

Individuals shall have the following rights with regard to their protected health information:

- A. Access. Individuals shall have the right to access their own protected health information that is maintained in record sets of the district and its business associates.
- B. Restrictions. Individuals shall have the right to request restrictions on how the district will use or disclose their own protected health information for treatment, payment or health care operations and how their information will be disclosed or not disclosed to family members or others involved in their care. The district shall comply with the individual's reasonable request to receive communications of protected health information by alternative means or at alternative locations.
- C. Amendment. Individuals shall have the right to amend erroneous or incomplete protected health information unless the information:
  - 1. Was not created by the district;
  - 2. Is not in a designated record set or is not otherwise available for inspection;
  - 3. Is accurate and complete; or
  - 4. Would not be subject to the right of access.

A request to amend protected health information must be submitted to the Privacy/Security Officer in writing. The Privacy/Security Officer shall review the request and respond in writing within thirty calendar days. If a request to amend is denied, the individual may appeal the denial using the complaint procedure set forth in this policy. The denial must be written in plain language and contain:

- The basis for the denial;

- A statement of the individual's right to submit a written statement disagreeing with the denial and how it may be filed;
- A statement that, if the individual does not submit a statement of disagreement, his/her right to request that the request for amendment and its denial be provided with any future disclosure of the protected health information that is the subject of the request for amendment;
- A description of how the individual may appeal the denial; and
- The right of the district to reasonably limit the length of the statement of disagreement.

The district may also choose to prepare a written rebuttal to the statement of disagreement and provide a copy to the individual. All of the statements related to the amendment denial shall become part of the individual's designated record set and shall be linked to the individual's protected health information.

- D. Accounting. Individuals shall have the right to an accounting of disclosures of their own protected health information that is maintained in record sets of the district and its business associates. Such accounting shall include a period of six years prior to the request, beginning on April 14, 2003.

### **Business Associates**

The district, its officers, employees, and agents shall not disclose protected health information to any business associate in the absence of a written contract with the business associate that assures that the business associate will use the information only for the purposes for which it was engaged by the district; will safeguard the information from misuse; and will assist the district in complying with its duties to provide individuals with access to health information about them and a history of certain disclosures. The district shall disclose protected health information to a business associate for the sole purpose of assisting the district in completing healthcare functions, not for the independent use by the business associate.

The district shall enter into a contract with each business associate, which shall be a document separate from the service agreement. The Privacy/Security Officer shall be responsible for managing all business associate contracts and ensuring that they are current and in compliance with the requirements of this policy and the HIPAA privacy rule. Under the contract, the business associate shall be obligated to notify the Privacy/Security Officer when unauthorized uses and/or disclosures of protected health information have occurred in the business associate's organization. The Privacy/Security Officer will take appropriate steps to address the violation up to and including termination of the business associate contract.



However, the district shall not be liable for privacy violations of a business associate, and the district is not required to actively monitor or oversee the means by which a business associate carries out safeguards or the extent to which a business associate abides by the requirements of the contract.

### **Privacy/Security Officer**

The Treasurer shall be the Privacy/Security Officer for the district. The Privacy/Security Officer will be responsible for overseeing all ongoing activities related to the development, implementation, maintenance, and adherence to the district's policies and procedures concerning the security and privacy of protected health information.

### **Complaint Procedure**

The following procedure shall be used for the processing of complaints regarding the collection, use, management, disclosure, or amendment of protected health information:

Step 1 – A written complaint must be submitted to the Privacy/Security Officer. A complaint can also be made directly to the Secretary of Health and Human Services. Upon receipt of a complaint, the Privacy/Security Officer will review the complaint, conduct any necessary investigation, and provide the complainant with a written disposition within ten working days.

Step 2 – The disposition of the Privacy/Security Officer may be appealed by the complainant to the Superintendent or designee within ten working days of receipt of the disposition of the Privacy/Security Officer. The Superintendent or designee shall meet within ten school days with the complainant, the Privacy/Security Officer, and any other necessary individuals. The Superintendent or designee will respond in writing to the complainant within ten working days following the meeting.

Step 3 – If the complaint is not satisfactorily resolved, a written appeal may be made to the Board of Education within ten school days of receipt of the Superintendent's decision. The Board of Education will meet with the complainant at its next regular meeting, and provide a written response to the complaint no later than the following regular meeting.

### **Notice**

The district shall distribute a Notice of Privacy Practices to individuals at the time of their enrollment in the health plan and within sixty days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the district and be printed in staff handbooks and the health plan booklet. The district will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years. The notice shall adequately inform individuals of their rights to:

- A. Request restrictions on certain uses and disclosures of protected health information;
- B. Request the communication of confidential information by some reasonable alternative means or at an alternative location;
- C. Inspect and copy records or receive a summary of specific information;
- D. Request that protected health information be amended;
- E. Request an accounting of certain disclosures of protected health information; and
- F. Receive a paper copy of the notice upon request.

### **Training**

All employees and business associates shall receive training regarding the district's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the district's privacy practices or procedures.

### **Documentation**

Documentation shall be required in support of the policies and procedures of the district and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations and complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years from the date of creation or from the date when it was last in effect, whichever is later.

---

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

---

## **NOTICE OF PRIVACY PRACTICES**

---

Effective Date: April 14, 2003

**THIS PRIVACY NOTICE IS PROVIDED BY LEXINGTON LOCAL SCHOOLS AND ITS THIRD PARTY ADMINISTRATOR, ANTHEM BENEFIT ADMINISTRATORS** referred to as “the Plan”). This notice covers functions of the Plan to the extent the performance of those functions are in connection with providing medical care, including items and services paid for as medical care, directly or through insurance, reimbursement or otherwise.

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law. The Plan is required by HIPAA to provide you with this notice. This notice describes the Plan’s privacy practices, legal duties, and your rights concerning your protected information. The Plan must follow the privacy practices described in this notice while it is in effect. This notice takes effect April 14, 2003. It will remain in effect until the Plan publishes and issues a new notice.

---

### **1. THE PLAN’S COMMITMENT TO YOUR PRIVACY**

---

The Plan is committed to protecting the confidential nature of your medical information to the fullest extent of the law. In addition to various laws governing your privacy, the Plan has its own privacy policies and procedures in place. These are designed to protect your information. The Plan will continue to make protecting your privacy a priority.

---

### **2. THE PLAN’S LEGAL DUTIES**

---

The Plan is required by applicable federal and state laws to keep certain information about you private. An example of this is your medical information. The Plan treats your medical and demographic information that it collects as part of providing your coverage, as “Protected Information.” It is the Plan’s policy to maintain the privacy of Protected Information in

accordance with HIPAA, except to the extent that applicable state law provides greater privacy protections. This Notice of Privacy Practices was drafted to be consistent with the HIPAA privacy regulation. Any terms not defined in this Notice will have the same meaning as they have in the HIPAA privacy regulation.

The HIPAA Privacy Regulations generally do not “preempt” (or take precedence over) state privacy or other applicable laws that provide individuals greater privacy protections. As a result, to the extent state law applies, the privacy laws of a state, or other federal laws, rather than the HIPAA Privacy Regulation, might impose a privacy standard that the Plan is required to follow.

The Plan reserves the right to change the terms of this notice. The Plan may make the new notice provisions effective for all the Protected Information that it maintains. This includes information that the Plan created or received before it made the changes. Any revised notice will be provided to you by one of the following means: (1) by mail to the participant under the terms of your coverage; or (2) by delivery of the notice to the participant at his or her work location if the participant is an active employee of the plan sponsor. A copy of any revised notice will also be available on the Plan’s website.

Anyone may request a copy of the Plan’s notice at any time. For more information about the Plan’s privacy practices, or for additional copies of this notice, please contact the Plan’s Privacy Officer. Contact information is provided at the end of this notice.

---

### 3. THE PLAN’S PRIMARY USES AND DISCLOSURES OF YOUR PROTECTED INFORMATION

---

The Plan may use and disclose your Protected Information without your specific authorization for purposes of treatment, payment, and health care operations. To illustrate:

- **Treatment activities.** Activities performed by a health care provider related to the provision, coordination or management of health care provided to you. The Plan does not provide treatment, which is the role of a health care provider (your physician, a hospital or the like). However, the Plan may disclose Protected Information to your health care provider in order for that provider to treat you.
- **Payment activities.** Activities undertaken to obtain premiums or to determine or fulfill the Plan’s responsibilities for coverage and provision of plan benefits. These include activities such as determining eligibility or coverage, utilization review activities, billing, claims management, and collection activities. For example, the Plan may use Protected Information to determine whether a particular medical service given or to be given to you is covered under the terms of your coverage. The Plan may also disclose Protected

Information to health care providers or other health plans for their payment activities, such as to coordinate benefits.

- **Health care operation activities.** Activities such as credentialing, business planning and development, quality assessment and improvement, premium rating, enrollment, underwriting, claims processing, customer service, medical management, fraud and abuse detection, obtaining legal and auditing services, and business management. For example, the plan may use your Protected Information for underwriting, premium rating, or other activities associated with the creation, renewal or replacement of a contract of health insurance or health benefits. The Plan may also disclose Protected Information to other health plans or health care providers for certain health care operation activities of their own as described in the HIPAA privacy regulation.

The Plan may also use your Protected Information to give you information about one of its disease/care management programs. The Plan may also give you information about treatment alternatives or other health-related benefits and services that may interest you. The Plan may disclose Protected Information to the sponsor of the Plan, provided that the Plan adopts certain protections required by federal law.

When using and disclosing your Protected Information in the Plan's payment and healthcare operation activities, the Plan may only request, use, and disclose the minimum amount of your Protected Information necessary to complete the activity.

The Plan may contract with others to assist it with treatment, payment or health care operation activities that involve the use of your Protected Information. Such third parties are referred to as the Plan's business associates. The Plan requires business associates to agree, in writing, to contract terms. These terms are specifically designed to safeguard Protected Information before it is shared with them. The Plan may also have business associates assist in the activities described in the following section that involve permitted uses and disclosures.

---

#### 4. OTHER USES AND DISCLOSURES OF YOUR PROTECTED INFORMATION

---

**You and on Your Authorization.** The Plan must disclose your Protected Information to you. This is described in the Individual Rights section of this notice, below. You may also give the Plan written authorization to use or disclose your Protected Information to anyone for any purpose. If you give the Plan an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Without your written authorization, the Plan may not use or disclose your Protected Information for any reason except as described in this notice.

The following is a description of other possible ways the Plan may (and are permitted by law to) use and/or disclose your Protected Information without your specific authorization.

- **Family and Friends.** If you are unavailable to agree, the Plan may disclose your Protected Information to a family member, friend or other person when the situation indicates that disclosure would be in your best interest. This includes a medical emergency or disaster relief. If you are available and agree, the plan may disclose your Protected Information to a family member, friend or other person to the extent necessary to help with your health care or with payment for your health care.
- **Research. Death. Organ Donation.** The Plan may use or disclose your Protected Information for research purposes in limited circumstances specified in the HIPAA privacy regulation. The Plan may disclose the Protected Information of a deceased person to a coroner, medical examiner, funeral director, or organ procurement organization for certain purposes.
- **Public Health and Safety.** The Plan may disclose some of your Protected Information permitted by state law to the extent necessary to avert a serious and imminent threat to your health or safety or the health and safety of others. The Plan may disclose your Protected Information to a government agency that oversees the health care system or government programs or its contractors, and to public health authorities for public health purposes. The Plan may disclose your Protected Information to appropriate authorities if it reasonably believes that you are a possible victim of abuse, neglect, domestic violence or other crimes.
- **Required by Law.** The Plan may use or disclose your Protected Information when it is required to do so by law. For example, the Plan must disclose your Protected Information to the U.S. Department of Health and Human Services upon request in order to determine if it is in compliance with federal privacy laws. The Plan may disclose your Protected Information to comply with workers' compensation or similar laws.
- **Legal Process and Proceedings.** The Plan may disclose your Protected Information in response to a court or administrative order, subpoena, discovery request, or other lawful process. These disclosures are subject to certain administrative requirements imposed by the HIPAA privacy regulation and permitted by state law.
- **Law Enforcement.** The Plan may disclose limited information to a law enforcement official concerning the Protected Information of a suspect, fugitive, material witness, crime victim or missing person subject to certain administrative requirements approved by the HIPAA regulation and permitted by state law. The Plan may disclose the Protected Information of an inmate or other person in lawful custody to a law enforcement official or correctional institution under certain circumstances specified by the HIPAA privacy regulation. The Plan may also disclose Protected Information where

necessary to assist law enforcement officials to capture an individual who has admitted to participation in a crime or has escaped from lawful custody.

- **Military and National Security.** The Plan may disclose to the military authorities the Protected Information of Armed Forces personnel under certain circumstances specified by the HIPAA privacy regulation. The Plan may also disclose to authorized federal officials Protected Information required for lawful intelligence, counterintelligence, and other national security activities.

---

## 5. INDIVIDUAL RIGHTS

---

- **Access.** You have the right to inspect and obtain copies of your Protected Information for as long as your information is maintained in the Plan's designated record set. The Plan's designated record set includes records from its claims administrator's enrollment, billing, claims, and medical management systems, as well as any other records the Plan maintains in order to make decisions about your health care benefits. Your right of access to Protected Information does not extend to certain information. This includes information contained in psychotherapy notes or information compiled in reasonable anticipation of, or for use in a civil, criminal or administrative proceeding.

You may request that the plan provide copies in a format other than photocopies. It will use the format you request unless it is not practical for it to do so. The Plan reserves the right to charge a reasonable fee for copies of Protected Information that it provides.

Any request to exercise your individual right of access to your Protected Information must be in writing. You may obtain a form to request access by using the contact information listed at the end of this notice. The Plan will respond to your request for access within 30 days of receiving the request. If all or any part of your request is denied, the Plan's response will detail any appeal rights you may have with respect to that decision.

Notwithstanding the formal process for your right of access, certain information related to enrollment and claims processing may be available to you by contacting the Plan's claims administrator as part of its normal customer service function. You should contact the claims administrator first to see if your request can be satisfied as a customer service request.

- **Amendment.** You have the right to request that the Plan amend your Protected Information that it keeps in its designated record set if you believe it is inaccurate. A request that your Protected Information be amended must be done in writing. You may

obtain a form to request amendment by using the contact information listed at the end of this notice. The Plan will respond to your request for amendment within 60 days of receiving the request.

If the Plan accepts your request to amend the information, it will notify you. The Plan will make reasonable efforts to inform other persons, including those identified by you as having received your Protected Information and needing the amendment. The Plan will also include the changes in any future disclosure of that information. If the Plan denies your request for reasons permitted by the HIPAA privacy regulations, its notice to you will explain any appeal rights you may have with respect to that decision.

Notwithstanding the formal process for your right of amendment, certain information related to enrollment and claims processing may be corrected by contacting the Plan's claims administrator. This is part of its normal customer service function. You should contact the claims administrator first to see if your request can be satisfied as a customer service request.

- **Disclosure Accounting.** You have the right to request and receive an accounting of disclosures of your Protected Information made by the Plan. It is not required under the HIPAA privacy regulation to provide you with an accounting of certain types of disclosures. The most significant types include:
  - Any disclosures made prior to April 14, 2004.
  - Disclosures for treatment, payment or health care operations activities.
  - Disclosures to you or pursuant to your authorization.
  - Disclosures to persons involved in your care.
  - Disclosures for disaster relief, national security or intelligence purposes.
  - Disclosures that are incidental to a permitted use or disclosure.

To request an accounting of disclosures, you must send a written request to the contact office listed at the end of this notice. You may request one such accounting at no charge every 12 months. You may request that the accounting cover up to a 6 year period of reportable disclosures from the date of your request. The Plan will respond within 60 days of your request. It reserves the right to impose a reasonable charge for requests made more than once per year.

- **Confidential Communications.** You may believe that you will be in danger if the Plan communicates Protected Information to you to your address of record. If so, you have the right to request that the Plan communicate with you about your Protected Information at an alternative location or by alternate means. The Plan will make reasonable efforts to accommodate your request if you specify an alternate address. To request a confidential communication, you must direct your request to the contact office listed at the end of this notice.



- **Restriction Request.** You have the right to request that the Plan restrict the use or disclosure of your Protected information for treatment, payment or health care operation activities. You also have the right to request that the Plan restricts disclosures to relatives, friends, or other individuals that may be involved in your care or payment for your health care. The Plan is not required to agree to such a request for restriction. To request a restriction, you must direct your request to the contact office listed at the end of this notice.

---

## 6. CONTACTING THE PLAN

---

Please contact the Plan at the address below.

- If you want a printed copy of the Plan's current notice
- If you want to access your Protected Information
- If you want to request an amendment to your Protected Information
- If you want to request an accounting of the Plan's disclosures of your Protected Information
- If you want to request a restriction on the Plan's use and disclosure of your Protected Information
- If you want the Plan to communicate with you at an alternative address or by alternate means because you believe that you are endangered
- If you have questions, concerns, or complaints about this notice or the Plan's privacy practices

Group Privacy Officer

**LEXINGTON BOARD OF EDUCATION  
ATTN: JUDY STAHL, TREASURER  
103 CLEVER LANE  
LEXINGTON, OHIO 44904  
1-419-884-1192**

**As described in section 5 of this notice, you may also be able to access or amend certain information in enrollment, billing, or claims systems by contacting the claims administrator using the contact information on your ID card.**

---

## **7. CONTACTING THE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

---

You may also submit a written complaint to the Department of Health and Human Services if you believe your privacy rights have been violated.

**THE PLAN MAINTAINS AND ENFORCES A POLICY OF NON-RETALIATION AGAINST THE PLAN'S MEMBERS, MEMBERS OF THE PLAN'S WORKFORCE, OR MEMBERS OF THE PUBLIC WHO BRING BREACHES (OR POTENTIAL BREACHES) OF THIS NOTICE TO THE ATTENTION OF THE PLAN'S PRIVACY OFFICER OR THE DEPARTMENT OF HEALTH AND HUMAN SERVICES.**

### **PUBLIC RECORDS**

Members of the public have the right to inspect and copy the public records of this district. Upon request, the district will promptly prepare and make available within a reasonable period of time for inspection public records that are responsive to the request to any person at all reasonable times during regular business hours.

The public records of this district shall mean any record, as defined by Ohio's Public Records Law, which has been kept by this Board or its officials, except medical records, records pertaining to physical or psychiatric examinations, social security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, and records the release of which is prohibited by state or federal law.

Records may be inspected and/or copied during the regular business hours of the office in which such records are kept. Reasonable advance notice may be required when immediate inspection or copying will unduly burden the custodian of the records.

Upon request, copies of the public records of this district are available at cost as determined by the Superintendent. The district may require the requester to pay in advance the cost involved in providing the copy of the public record.

If the Board chooses to provide some or all of its public records on its website, and the online records are fully accessible to and searchable by members of the public at all times, and the Board charges no fee to search, access, download, or otherwise receive records provided on the website, the Board may limit to ten (10) per month the number of records requested by a person that the Board will deliver in digital format. The foregoing limitation shall not apply if the person requesting the records certifies in writing that he/she does not intend to use or forward the requested records or the information contained in them, for commercial purposes.

No public record may be removed from the office in which it is maintained.

If a public records request is ambiguous or overly broad, or the person making the request has difficulty making the request for copies or for inspection to the extent that the district is unable to reasonably identify the records being requested, the district may deny the request for records. However, the district must provide an opportunity to revise the request by informing the requester of the manner in which the records are maintained and accessed in the ordinary course of the district's duties.

If a request for records is ultimately denied in whole or in part, the district will provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was in writing, the district shall provide the explanation for denying the request in writing. Exempt information will be redacted by the district, and the requester will be notified of the redaction or the redaction will be made plainly visible.

If the information would benefit the requester by enhancing the district's ability to identify, locate, or deliver the records requested, the district may ask for the request to be in writing, may ask for the requester's identity, and inquire as to the intended use of the information requested, but may not require it. Before asking for the request to be in writing, the identity of the requester, or the intended use of the information, the district must disclose that the requester may decline to provide the information requested by the district.

The district will also have available a copy of its current records retention schedule at a location readily available to the public.

The custodian of records and other district personnel responsible for the inspection and/or copying of public records shall be provided a copy of this policy and shall acknowledge receipt.

This policy shall be reproduced in the form of a poster and posted in a conspicuous place in the Board office/administration building and in all district buildings. This policy shall also be included in any employee manual or handbook.

To ensure that the district complies with the requirements of Ohio's Public Records law, all Board members or their appropriate designees shall attend training approved by the Ohio Attorney General as provided in O.R.C. §109.43.

The district is not required to allow the requester to make copies of the public record.

#### Transmittal of Public Records by Mail

The Treasurer or other custodian of public records shall transmit a copy of a public record by mail within a reasonable period of time after receiving the request, provided that the person making the request pays in advance the cost of postage and other supplies used in the mailing, or supplies the Treasurer with a self-addressed envelope with sufficient postage affixed.

The number of records requested for transmittal by mail by any person shall be limited to ten (10) per month, unless the person certifies in writing that he/she does not intend to use or forward the requested records or the information contained in them for commercial purposes. For purposes of this policy, "commercial" shall be narrowly construed and does not include the reporting or gathering of news, reporting or gathering of information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

LEGAL REFS: O.R.C. §149.43

Adopted: March 15, 2017

## **RECORDS RETENTION AND DISPOSAL SCHEDULE**

The orderly acquisition, storage and retention of District records is essential for the overall efficient and effective operation of the District. State law establishes a District Records Commission to govern matters pertaining to District records, their retention and disposal in accordance with O.R.C. §149.41.

Pursuant to Ohio law, the District Records Commission (the “Commission”) shall consist of the Board President, Treasurer, and Superintendent. The Board President shall serve as chairperson of the Commission. The Treasurer shall serve as secretary of the Commission. The members of this Commission shall appoint necessary records officers through the District to carry out the necessary work associated with District records.

In accordance with Ohio law, the Commission shall meet at least once annually to review certificates of records disposal forms (RC-3) as submitted by the records officers. Meetings are to be conducted in accordance with Ohio’s Open Meetings Law. Upon the approval of the Commission, such records may be disposed of, pursuant to the following standards:

1. Procedures to dispose of records according to the District’s approved General Schedule of Records Retention and Disposition (RC-2) will be initiated annually.
2. For one-time disposals of records separate and distinct from the approved General Schedule of Records Retention and Disposition, the Commission will submit an Application for One-Time Disposal of Obsolete Records (RC-1) to the Ohio History Connection for approval.
3. Records officers will list those eligible, disposable records on the Certificate of Records Disposal (RC-3), in accordance with the District’s approved schedule.
4. The Commission shall review the Certificate of Records Disposal forms as submitted, annually.
5. Upon the Commission’s approval, the certificates (RC-3) will be forwarded as follows:
  - Original - Forward the original to the Ohio History Connection.
  - Copies - Keep one copy for the Record Commission files.
    - The Ohio History Connection sends a copy to the State Auditor’s office. The District does not need to send a copy to the State Auditor’s office.

6. Records shall be destroyed only as directed by the Commission.

A. Description of Forms

RC-1: The RC-1 is a one-time records disposal schedule. It preempts the RC-2 and approval for disposal is limited to the listed documents only. This form is to be used rarely.

RC-2: The RC-2 Form is used to establish the general Schedule of Records Retention and Disposition to be used by the District. It is created and approved by the Commission and then approved by both the Ohio History Connection and the State Auditor's Office.

RC-3: The RC-3 Form is also called the "Certificate of Disposal." This form gives notice as to when records are to be disposed of according to the pre-approved general Schedule of Records Retention (RC-2). This form serves as notice to the Ohio History Connection and State Auditor's Office that records will be disposed of by the Commission according to the pre-approved general schedule. The Commission prepares and mails the RC-3 to the Ohio History Connection 15 business days prior to disposal.

Procedure

RC-1 Process

1. The Commission approves the Application for One-Time Disposal of Obsolete Records (RC-1) in an open meeting.
2. The Commission forwards the RC-1 Application to the Ohio History Connection for review and approval.
3. The Ohio History Connection forwards the RC-1 Application to the Auditor of State for review and approval.
4. The Ohio History Connection will make a copy and mail it to the Commission for its records and will keep a copy for its own files.

RC-2 Process

1. The Commission approves a General Schedule of Records Retention and Disposition (RC-2) in an open meeting.
2. The Commission forwards the RC-2 General Schedule to the Ohio History Connection for approval.
3. The Ohio History Connection reviews and approves the RC-2 General Schedule if acceptable, and then forwards to the Auditor of State Records Officer in Columbus, Ohio.
4. The Auditor of State Records Officer reviews and approves the RC-2 General Schedule and makes a copy to be maintained in the Columbus office. The original is mailed back to the Ohio History Connection.
5. The Ohio History Connection will make a copy and mail it to the Commission for its records and will keep a copy for its own files.

RC-3 Process

1. The District's Records Officer completes the RC-3 Form when disposal is timely according to the pre-approved RC-2 General Schedule, or the RC-1 Application for One-Time Disposal.
2. The District retains one copy of the RC-3 Form for Commission files and mails the original to the Ohio History Connection.
3. The Ohio History Connection forwards the RC-3 Form to the State Auditor's Office on behalf of the Commission.
4. The Commission waits 15 business days after mailing the RC-3 Form to the Ohio History Connection and then disposes of records according to the approved Schedule.
5. If, for some reason, disposal is not appropriate, the Ohio History Connection will inform the Commission within the 15 business day period established for such a situation.

B. Records Retention and Destruction Schedule (Form RC-2)

100 - BOARD AND ADMINISTRATIVE RECORDS

200 - EMPLOYEE RECORDS

300 - STUDENT RECORDS

400 - BUILDING RECORDS

500 - CENTRAL DEPARTMENT RECORDS

600 - FINANCIAL RECORDS

700 - PAYROLL RELATED RECORDS

800 - REPORTS

900 – GENERAL RECORDS

Symbols Meanings: “After end of fiscal year” means the number of years specified plus the current year.

“Provided Audited” means the record series has been audited by the Auditor of State and the audit report released.

C. ELECTRONIC MAIL

E-mail which meets the definition of a record is to be placed in one of the categories set forth in this Retention and Disposal Schedule. E-mail which is not a record may be deleted immediately when the recipient or sender no longer has a need for it. The category into which e-mail that qualifies as a record is to be placed for retention and disposal will be governed by the information it contains or the purpose the e-mail serves. Further, the content, transactional information, and any attachments associated with the message are considered part of the record to be retained. E-mail which is a record and which cannot be placed into one of the existing categories is to be retained and disposed of according to the schedule set forth in the “900-OTHER” category.

E-MAIL CATEGORIES

Transient Documents: Includes telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.



General Correspondence: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to local and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy).

Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and which are answered by standard form letters.

Monthly and Weekly Reports: Document status of on-going projects and issues; advise administrators of various events and issues.

Minutes of Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.

LEGAL REFS.: Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)

Adopted: April 18, 2018

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>
<u>100</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>	
101	Minutes – Official copy of proceedings of regular and special meetings.	Permanent
102	Audio Tapes/DVDs of Minutes – Recording of Board meetings.	2 years
103	Board Meeting Notes – Notes taken during Open Board Meetings used to formulate the minutes.	1 year
104	Agendas – Written outlines of material to be discussed at the Board of Education meetings.	1 calendar year provided audited
105	Board Meeting Packets – Packets prepared for Board members. May include agendas, copies of reports and informational handouts.	Retain until minutes transcribed and approved
106	Administrative Council Notes – Notes from Administrative Council meetings held prior to Board Meeting to review Board agenda and current activity in the District.	1 calendar year
107	Blueprints, Plans, and Maps – Provide detailed description of school facilities and property.	Permanent
108	Deeds, Easements, Leases – Real estate documents of ownership, easements, and property leased by District.	Permanent
109	Board Policy Books and Other Adopted Policies – Governing rules adopted and maintained by Board of Education defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations.	1 year after superseded
110	Administrative Regulations – Adoption of the school policy manual which outlines and describes the means by which a policy should be implemented providing for the management of planning, action, and assessment or evaluation.	1 year after superseded
111	Court Decisions – Court proceedings involving the District, excluding claims and litigations.	Permanent
112	Claims and Litigations – Court processing for which the District is being or is suing for damages.	Permanent

Schedule Number	Record Title and Description	Retention Period
113	Administration of Federal and State Categorical Grant Programs – Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: District or school-wide notification/information distributed to parents/legal guardians/students about education opportunities and services; student information (names/eligibility lists, copies of test scores, etc.; staff information (copies of employment applications, payroll/stubs, etc.; budget, inventory of equipment, legal reports, pre- and post-test data, comparability reports, evaluations; promotion of parent/family involvement (Title I parent advisory councils, coordination with other school-based programs and services, etc.).	Retain until completion of State Auditor’s examination report or retain for period required by grant or program, whichever is later, then destroy
114	Boundary Records – Official legal description of school district boundaries, educational service center district boundaries, or director district boundaries.	Permanent
115	Grievance Files/Settlements/Arbitration – Documentation of settlements and arbitration, grievances filed by local collective bargaining groups.	10 years
116	Historical Records, Materials and Artifacts that should be retained for Commemorative Events and Displays – Records documenting events or milestones of individual schools, school districts and educational service centers, where these events are not documented in other records (such as board minutes, transcripts, etc.) including but not limited to award lists, baccalaureate and commencement programs, cumulative class rankings, diploma order lists, final grade point summaries, honor roll lists, graduating class history files, student newspapers, yearbooks/annuals.	Permanent
117	Monthly Administrative Reports & Supporting Documentation – Reports submitted monthly by administrators and supervisors on current activity in District associated with Board Agenda.	1 calendar year
118	Elections – Items put on the ballot (tax levy related) regarding the financial support of the District.	10 years

Schedule Number	Record Title and Description	Retention Period
119	Records Retention and Disposition Forms – Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent
120	Bargaining Agreements – Record of Agreements between the Board and recognized local associations of certified and classified staff with regard to wages, hours and other terms of employment including notes taken during the negotiation process.	8 years after superseded
121	Budget Policy Files – Annual budget (tax and appropriation) preparation and documentation.	5 years
122	Workers Compensation Claims – Claims filed by employees due to on the job injury.	10 years after financial payment made
123	Bank Depository Agreements – An agreement between a bank and the District where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time.	4 years after completion
124	Organization Reports	2 years provided audited
125	Adopted Courses of Study – A comprehensive instructional program serving the educational needs of the students of the District.	Until superseded
126	Adopted Special Education Program – A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. These programs satisfy the requirements of Ohio Educational Agencies Serving Children with Disabilities (Ohio’s Operating Standards).	Until superseded
127	Adopted Special Programs – Record of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities.	Until superseded

Schedule Number	Record Title and Description	Retention Period
128	Photo/Media Release – External Usage – Records documenting permission for non-school entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video and audio recordings.	Retain for 6 years after end of school year
129	Photo/Media Release – Denial of permission. Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out.	Retain until end of school year or until superseded, whichever is later, then destroy
130	Photo/Media Release – School District Usage – Records documenting permission for the school/District to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.). Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after image/recording no longer being used, then destroy
131	Public Record Requests – Requests for records & documentation that requests were fulfilled.	2 years
132	Organizational Memberships	Until superseded
133	Visitor Log	1 school year
134	Before and After School Child Care (Latchkey) Sign In/Out Sheets	2 years
135	Before and After School Child Care (Latchkey) Receipts and Weekly Reports – Receipts and detail information to back up Treasurer receipts.	4 years provided audited
136	Before and After School Child Care (Latchkey) Registration Forms	2 years
137	Child Care License – Copy of Child Care license issued by ODE required for outside school hours sites. Not required for after school at risk sites.	3 years plus current year provided audited

Schedule Number	Record Title and Description	Retention Period
<u>200</u>	<u>EMPLOYEE RECORDS</u>	
201	Personnel Files (Short-Term Retention) – Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive). Includes substitute teachers, coaches, and advisors. Records may include employment applications, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, PERS information, exit interview, disciplinary action(s), waiver(s).	Purge and destroy 7 years after employment termination
202	Personnel Files (Long-Term Retention) – Documentation of the history and status of the employment relationship with an individual employee. Includes substitute teachers, coaches, and advisors. Records include: service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers.	75 years after employment termination
203	Employee Discipline Records – Records of a series of disciplinary actions leading to improvement of performance or termination from employment.	7 years after termination of employment or case closed, whichever is sooner
204	Comp Time Cards – Accumulated and used comp time cards.	Current fiscal year
205	Drug Test Records – Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results.	5 years
206	Teacher Lesson Plan Books	End of current school year or until superseded
207	Employee Contracts – Written agreement between the District and the employee.	4 years after termination
208	Professional Conference Applications – Professional leave forms requesting permission to attend professional development activity.	2 years provided audited

Schedule Number	Record Title and Description	Retention Period
209	Irregular Employee Contracts – Written agreement between the District and substitutes and other irregular employees benefits.	4 years after contract expires
210	Unemployment Claims – Invoice maintained by Human Resources for the payment of unemployment claims approved or denied.	5 years provided audited
211	Unemployment Records – Documentation of unemployment records.	5 years
212	Applications (not hired) – Applications submitted of individuals not hired into the District.	2 years provided audited
213	Schedules of Employees	Fiscal year plus 2 years
214	Teacher Personnel Reports (internal)	Fiscal year plus 1 year
215	I-9 Immigration Form – Form I-9 “Employment and Eligibility Verification” for all newly-hired employees to verify their identity and authorization to work in the United States. Per Department of Homeland Security regulation 8 CFR 274a.2.	3 years after date of hire or 1 year after termination, whichever is later
216	Job Descriptions – Description of expectations and responsibilities of each job.	Retain until superseded or obsolete
217	Job Postings – Records documenting the posting and advertisement of employment positions, including, but not limited to, job descriptions, job requirements, application deadline, personnel requisition and compensation range.	2 years
218	LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports	Until superseded
219	LPDC (Local Professional Development Committee) Meeting Minutes	10 years

Schedule Number	Record Title and Description	Retention Period
220	Staff Acceptable Use Policy – A form signed by staff agreeing to use the District network responsibly for District-related work.	6 years
221	Staff Profile – Listing including current position, licensure, degree, retirement credit, and contract information.	5 years
222	Annual Training Documentation – Record of trainings includes curricula, test results, materials presented, evaluations, tests administered; certification/hours/credits/points awarded; sign-in sheets, and attendee lists.	3 years plus current year provided audited
223	Teachers Certificates and Temporary Professional Education Permits	6 years after end of fiscal year, then destroy
224	Employee Handbooks – Handbooks that each employee receives upon being hired.	Until superseded
225	Physician’s Report of Work Ability – Physician’s report of ability/restrictions for injured employees.	7 years
<u>300</u>	<u>STUDENT RECORDS</u>	
	<u>Student Records (Long Term)</u>	
301	Student Information – Record of student’s name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed.	Permanent
302	Grades/Transcripts – Reports of subjects studied and individual student grades. Retain final grade card each year and final high school transcript. If student withdraws, retain all transcripts.	75 years after graduation, withdrawal, or transfer
303	Individual State Test Results – IOWA, COGAT, OAT, OAA, OGT, OTELA, PSAT, ACT, SAT, PLAN, EXPLORE, OPT, ASVAB, TERRA NOVA, LAS, DIAL, KRA-L, IQ – achievement ability tests.	75 years after graduation, withdrawal, or transfer



Schedule Number	Record Title and Description	Retention Period
304	Foreign Exchange Records – Records of students from foreign countries.	75 years after graduation, withdrawal, or transfer
305	Home Schooled Records – Records of students living within the District that are being schooled from home.	75 years after graduation, withdrawal, or transfer
<u>Student Records (Short Term)</u>		
306	Registration/Withdrawal Information – Record of each time a student registers or withdraws within the District.	6 years after graduation, withdrawal, or transfer
307	Activity Record – A list of activities students participated in during their high school years.	6 years after graduation, withdrawal, or transfer
308	Student Worker Applications	6 years after graduation, withdrawal, or transfer
309	Discipline Records – Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents.	6 years after graduation, withdrawal, or transfer
310	Intervention Records – Intervention Assistance Team notes listing all of the interventions that were tried with a student to help improve academic achievement which may or may not lead to a referral for special education testing. Includes functional behavioral assessments and behavior intervention plans.	6 years after graduation, withdrawal, or transfer
311	Bullying/Harassment Forms – Documentation of bullying/harassment incidents within the District, along with action taken.	6 years after graduation, withdrawal, or transfer

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>
312	Gifted and Talented Student Records – Student folders including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student’s works, notes, and correspondence.	6 years after graduation, withdrawal, or transfer
313	Attendance/Absence Records – Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor and parent’s notes.	1 year
314	Cumulative Photo Records	1 year after graduation
315	Curriculum Requests/Waivers/Substitutions – Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school district staff is required (principal, teacher, counselor, etc.).	1 year after graduation
316	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain until end of school year, then destroy
317	Student Acceptable Use Policy – A form signed by parents permitting student online access, student information to be used in the media as well as parent/teacher email communication.	6 years
318	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian	Retain until end of school year, then destroy
319	Student Schedules/Contact Information	Until superseded
320	Interim Grade Reports – Mid-term status report of student performance with teacher comments not part of permanent record.	End of current school year

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>
321	Student Organization Activity Records – Purpose clauses/budgets of student clubs engaging in financial activities.	2 years after end of fiscal year
322	Adult Basic Literacy Education/General Education Development (ABLE/GED) Records – Includes student registration forms, release of information form, student progress forms, and standardized assessment answer sheets.	1 year
323	Custody Court Documents – Verification of court established guardianship/custody.	Until superseded or student reaches 18 years of age
324	Notice of Placement Termination – A notice of termination of placement relinquishing care and control, notice received from the County Juvenile Court.	5 years
325	Child Abuse/Neglect Referral Letters – Records related to suspected child abuse as reported to Child Protective Services or to the proper law enforcement agency; includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.	Through graduation
326	Teacher Grade Books/Records	3 years provided audited
327	Pre-School Screening Profile – ASQ/SE, GGG assessment record. A screening profile used for pre-school students.	3 years
328	Open Enrollment Forms – Registration of student living outside the District enrolling into the school District.	5 years
329	Transfer Records – Records of students transferring from one school to another (granted/not granted).	5 years
330	Emergency Information – A form containing student emergency contact information.	Until superseded

Schedule Number	Record Title and Description	Retention Period
331	Health/Medical Records – Student visual and hearing screening and immunization records. Also includes record of health screenings such as audio/visual, physical therapy, speech-language pathology, and physician instructions.	10 years after last contact
332	Health Logs – Record of health care services provided to students such as medication and first aid.	2 years
333	Free/Reduced Price Lunch Application – Confidential applications for free and reduced lunch benefits.	4 years
<u>Special Needs Records</u>		
<p>In accordance with OAC 3301-51-04 and 34 CFR 300.624, parents should be informed when personally identifiable information collected, maintained or used under OAC 3301-51-04 is no longer needed to provide educational services to the child. This information must also be destroyed at the request of the parent with the exception of information described in item 301.</p> <p>These records may be needed beyond the retention period in connection with applications for social security or other benefits. However, unnecessarily long retention may jeopardize personal privacy.</p>		
334	Special Education Tutoring Reports – These files document tutoring provided to students through special programs. They include authorization forms signed by parents allowing their child to participate in the program.	Retain 6 years after student graduates or would have normally graduated
335	Psychological Records (Restricted) – Records that document all students who are provided counseling, psychological services by the school’s counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each student; referral letters; release of medical records; letters to agencies or others concerning the students; and other related material.	Retain 10 years after last contact; inform parent or adult student before destruction pursuant to OAC 330-151-04(O)(1)

Schedule Number	Record Title and Description	Retention Period
336	Evaluation Team Report (ETR) – A report that is developed after a series of assessments given by the school psychologist and others to determine whether or not the student has a disability.	Retain 6 years after student graduates or would have normally graduated; inform parent or adult student before
337	Individual Education Plan (IEP) – A legal binding document that lists goals/objectives and related services that the student will receive throughout the calendar year based on the assessment results of the ETR (Evaluation Team Report).	Retain 6 years after student graduates or would have normally graduated; inform parent or adult student before destruction pursuant to OAC 3301-51-04(O)(1)
338	504/ADA Plan – Plan that allows various accommodations for a student with a general disability.	Retain 6 years after student graduates or would have normally graduated; inform parent or adult student before destruction pursuant to OAC 3301-51-04(O)(1)
339	Home Instruction (HI) – Records that identify students that are on home instruction due to medical or severe behavioral needs. These records include lesson plans, progress reports, grades and time sheets of the tutor that worked with the student.	Retain for 6 years after student graduates or withdraws from District, then destroy
340	Transfer of Home-Based Student to School/District – Records relating to the transfer of home-based student to school/district, including placement/evaluation tests results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws from District, then destroy

Schedule Number	Record Title and Description	Retention Period
341	Special Needs Records (Student not Eligible) – Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program.	Retain for 5 years after student determined to be ineligible, then destroy
400	<u>BUILDING RECORDS</u>	
401	Building Account Reports – Report of maintenance and custodial services accounts.	Until superseded
402	E-Rate Funding Application – Federal Telecommunications funding applications.	6 years
403	Multi-Site Monitor Review Forms – A checklist to ensure that the site is properly following the CACFP guidelines.	3 years plus current year provided audited
404	School Safety Plans – Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans.	Retain 6 years after obsolete or superseded, then destroy
405	Records of Drills or Rapid Dismissals and School Safety Drills – Records of all tornado, fire, rapid dismissal, and school safety drills performed within a building. Records should include the identity of the person conducting the drill, date and time, notification method, staff members on duty and participating, number of occupants evacuated, special conditions simulated, problems encountered, health conditions, and time required to accomplish complete evacuation. Records for school safety drills must contain the date and time of each drill conducted the prior school year and when they will be conducted in the current school year. See ORC 3737.73.	1 year after end of fiscal year
406	Fire Inspection – Reports of building inspection performed by the city Fire Division.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
407	Building Inspection Reports – Elevator, sprinkler, and alarm system reports.	2 years
408	Building Health Inspections – A record of all health inspections performed within a building.	2 years after end of fiscal year
409	Student Activity Records – Pay in forms, pay out forms; account forms/District budget forms, requisitions; purchase order; ticket sales reports.	2 years
410	Receipt and Deposit Slips – Copies of receipts for monies turned in to the office.	4 years provided audited
411	Budget and Appropriation Records – Record of building budget.	4 years provided audited
412	Requisitions and Purchase Orders – Record of money being requested and a record of items purchased from the building budget.	2 years
413	Inventories – Inventory of supplies, textbooks, and other materials purchased and used within the building.	Until superseded
414	Student Handbook – Handbook containing student policies, regulations and codes.	Until superseded
415	Building Security/Surveillance videos	Use for one cycle then reuse provided no action pending
<u>500</u>	<u>CENTRAL DEPARTMENT RECORDS</u>	
	<u>Administrative Offices</u>	
501	School Calendars – Calendar for in session/out of session school days as well as professional days for teachers.	5 years
502	Personnel Directory – Names, phone numbers and addresses of all employees.	10 years
503	Enrollment Record (by grade/building)	Permanent

Schedule Number	Record Title and Description	Retention Period
504	Repair, Installation and Maintenance Records – A record of maintenance, installation and repairs performed on buildings within the District.	4 years provided audited
505	Building/Facilities and Equipment Inventory – Inventory of equipment owned by District.	Until superseded provided audited
506	Building, Boiler and Maintenance Reports – Inspection/maintenance reports for each building including boiler inspection/maintenance.	Until superseded provided audited
507	Prevailing Wage Records – Report of hourly wages, benefits and overtime, established by regulatory agencies for each trade and occupation employed in the performance of public work.	4 years provided audited
508	Rental Information – Records regarding facilities usage: building permits submitted to use facilities by school or community individuals, athletic teams or groups.	2 years provided audited
509	Work Orders – A report of all requested maintenance/ custodial work.	4 years provided audited
510	Environmental Reports and Data – Reports on asbestos and other environmental issues.	4 years provided audited
511	Vandalism Reports – Reports of vandalism throughout the District.	4 years provided audited
512	Student Activity Purpose Clauses	Until superseded
513	Sales Potential Form (Student Activities)	4 years provided audited
514	Sales Potential Forms – Fundraising permission form including the financial summary of the fundraiser upon completion of the event.	4 years provided audited
515	Bids and Specifications (Unsuccessful) – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC.	1 year provided audited



Schedule Number	Record Title and Description	Retention Period
516	Bids and Specifications (Successful) – Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC.	4 years after completion of project
517	Contractor Files – Contractor resolutions, additions, drawings, etc.	5 years after completion of project provided audited and no action pending
<u>Transportation Department</u>		
518	Driver Physical – A report of the annual physical performed on drivers.	6 years (See OAC 3301-83-07-E-7)
519	Daily Bus Schedules – May show bus route, time trip began and ended, number of pupils carried, and driver’s signature.	Retain for 6 years after end of school year, then destroy
520	Fuel Consumption Data – Fuel records for the buses.	4 years provided audited
521	Transportation Records – Transportation requests received from schools that include student and busing information.	4 years provided audited
522	Field Trip Forms/Volunteer Driver Forms – Forms from building requesting busing for field trips.	Fiscal year plus 2 years
523	Preventive Maintenance Reports – A report of work performed to maintain equipment.	Fiscal years plus 2 years
524	Warranty/Guarantee – Warranty of equipment.	Life of equipment
525	Plant and Equipment Inventory	Until superseded provided audited
526	Vendor Data – W-9 and 1099 documents maintained as long as active vendor, then retention period is applied.	6 years and current provided audited
527	Accident Reports – Law enforcement reports regarding bus accidents.	3 years provided no action pending
528	Vehicle Registration – Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses.	Life of vehicle

Schedule Number	Record Title and Description	Retention Period
529	Vehicle License – BMV licensing documentation of motor vehicles.	1 year after termination
530	Vehicle Records – Vehicle insurance, finance paperwork.	As long as vehicle is owned by District
531	Driver Certification – Bus driver certification form.	1 year after termination
532	Supplies Inventory – Shop/mechanic inventory.	Until superseded
533	Vehicle Defect Report – Record of defects on each bus.	Life of vehicle
534	Bus On-Board Security and Surveillance Videos	Use for one recording cycle then reuse provided no action pending
535	Improper Student Conduct on School Buses – Records documenting instances of improper student conduct on school buses including bus route, time of incident, nature of incident, and student’s name.	Retain for 1 year after incident, then destroy
536	Application for Special Transportation – Application for students with physical disabilities/medical problems.	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner
537	Bus Condition Checklist – Daily evaluation of bus by drivers.	Retain for 1 year after end of school year
<u>Food Services Department</u>		
538	Food Service Records – Financial information, breakfast cost sheets, milk sold, menus, students served.	4 years provided audited
539	Lunchroom Records – Cashier’s daily production sheets from each building, cash register tapes.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
540	Lunchroom Reports – Confidential applications for free and reduced lunch benefits.	4 years provided audited
541	Inventories – Inventory of food supplies.	4 years provided audited
542	Lunchroom/Food Service License – Current food service license, issued annually by the board of health of the health district in which the food service operation is located.	1 year after expiration
543	Vendor Food Service Contract – Contract between the District and an outside vendor providing meals and snacks.	3 years plus current year provided audited
544	Schedule for School Breakfast/Lunch Programs – Includes plan and backup documentation submitted to Ohio Board of Education for program approval	Retain for 6 years after plan obsolete or superseded, then destroy
<u>600</u>	<u>FINANCIAL RECORDS</u>	
601	Audit Reports – Past management evaluation reports, monthly claim documentation, master lists, and income eligibility applications.	3 years plus current year provided audited
602	Annual Financial Reports – Financial reports prepared from the accounting system that can be reproduced from the computer records. This includes Annual Ledgers, Budget Ledgers, Vendor Listing, Check Register, Invoice List, Purchase Order Listing, Accounts Reports, Financial Summary and Detail Reports.	5 years provided audited
603	Activity Fund Cash Journal and Ledger	5 years provided audited
604	Bond Register	20 years after issue expires
605	Securities	Permanent
606	Investment Ledger – Report of investments owned by District.	5 years provided audited

Schedule Number	Record Title and Description	Retention Period
607	Foundation Distribution – Report from the Ohio Department of Education for bi-monthly foundation (state basic aid) receipts.	5 years provided audited
608	Tax Settlements (Semi-Annual) and Advances – Property tax settlement sheet including advances from the County Auditor included in the receipts.	5 years provided audited
609	Budgets (Annual) – Tax budget that is submitted annually to the County Auditor.	5 years provided audited
610	Budget Working Papers	5 years provided audited
611	Insurance Policies – Contracts between insurer and the School District where the insurer, in exchange for premium payment, pays for damages to the School District which are caused by covered perils under the policy language.	15 years after expiration provided all claims settled
612	Contracts – An agreement with specific terms between an entity with the School District.	15 years after expiration
613	Bonds and Coupons	Until redeemed provided audited
614	Accounts Payable Ledger – Outstanding payables	5 years provided audited
615	Accounts Receivable Ledgers – Outstanding revenue due to the School District.	5 years provided audited
616	Vouchers, Invoices and Purchase Orders – A voucher is a documentary record of a business transaction (i.e. check or invoice). A purchase order is a document itemizing products/services to be purchased from a vendor. Serves as a contract.	10 years provided audited – O.R.C. 3313.29
617	State Program Files – Auxiliary services, records of non-public school funding provided by the Ohio Department of Education and through public and private grants.	10 years provided audited

Schedule Number	Record Title and Description	Retention Period
618	Federal Programs – Title I (Student Progress Reports), II, III, IV-B, IDEA, IV-C, VI-B, Chapter 1, 2; Drug Free, etc.	10 years provided audited
619	Travel Expense Vouchers – Document of expenditures for travel of District employees.	10 years provided audited
620	Tax Anticipation Notes – Documents related to the preparation, sale and history related to issuance of notes borrowed against future tax dollars.	10 years provided audited
621	State Reimbursement Settlement Sheets	5 years provided audited
622	Unemployment Claims – Documentation of unemployment for application of unemployment benefits.	5 years
623	Employee Bonds, Board Member Bonds – Documents related to the performance and theft insurance bidder held on required employee and Board members.	5 years
624	Certificate of Estimated Resources – County document supplied to the District certifying the estimated resources prepared by the District.	15 years after expiration
625	Appropriation Resolutions – Resolution approved by the Board of Education establishing and amending the appropriation for the District.	5 years
626	Tax Apportionments (Semi-Annual) – Documentation prepared by the County Auditor and report to the District to record receipt of property tax settlement.	5 years
627	Canceled Checks and Bank Settlements – All checking account reconciliations and statements.	4 years provided audited
628	Publication Notice – Legal notice of publication in the newspaper.	4 years
629	Tuition Fees and Payments – Receipt records at the Treasurer’s Office.	4 years provided audited
630	Unpaid Student Fees	Through graduation

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>
631	School Finance (S.F.) Monthly Statements – Bi-monthly reports for the Ohio Department of Education to record receipts and expenditures related to the foundation payments.	4 years provided audited
632	Investment Records – Individual record of investments, bank confirmations, wire transfers, copies of CDs.	4 years provided audited
633	Travel Expense Reports	10 years provided audited
634	State Sales Tax Reports – State of Ohio semi-annual sales tax filings, reporting any taxable sales.	4 years provided audited
635	Student Activity Funds – Student activity funds, pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts.	4 years provided audited
636	Check Registers – Lists of checks issued by the District.	4 years provided audited
637	Deposit Slips/Cash Proofs – Receipts for deposit slips.	4 years provided audited
638	Receipt Books – Receipts issued for money received.	4 years provided audited
639	Extra Trip Records	4 years provided audited
640	Monthly Financial Reports – Report generated from the system to report the financial status the District prepared on a monthly basis.	4 years provided audited
641	Accounting Data – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC.	4 years provided audited
642	Service Contracts – Contracts for services provided from an outside education agency.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
643	State Subsidy Reports – Applications for driver education, pupil transportation and special education.	3 years provided audited
644	Delivery/Packing Slips	1 year provided audited
645	Requisitions – Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order.	1 year after end of fiscal year
646	Non-Sufficient Fund Checks Documentation and Notifications	4 years provided audited
<u>700</u>	<u>PAYROLL RELATED RECORDS</u>	
701	Salary Continuation Agreement – Agreement stating full or partial compensation during period of disability.	7 years
702	Payroll Ledgers – Record of gross to net calculations by employee.	75 years
703	Earning Registers – Record of gross to net calculations by employee and by calendar year.	75 years
704	Monthly Payroll Reports – A record of leave usage and accumulation by employee as well as retirement contributions by employee.	75 years
705	Bureau of Employment Service Quarterly Reports – OBES reports (quarterly earnings and record of weeks worked by employee).	7 years
706	W-2s and W-4s – Employer’s copy of calendar year record of taxable earnings, a record of employee federal exemptions.	6 years and current provided audited
707	Federal Income Tax – Quarterly and annual record of federal income tax withheld and remitted IRS form 941.	6 years and current provided audited
708	Ohio Income Tax – Monthly and annual record of Ohio income tax withheld and remitted IT-4.	6 years and current provided audited

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>
709	City Income Tax – Monthly and annual record of municipality income tax withheld and remitted.	6 years and current provided audited
710	School Income Tax – Monthly and annual record of School District income tax withheld and remitted SDIT-1.	6 years and current provided audited
711	Payroll Reports – Payroll deduction and distribution reports.	4 years provided audited
712	Payroll Update Listing	4 years provided audited
713	Payroll Calculations – Paper and electronic reports used to balance gross net calculations.	4 years provided audited
714	State Teachers System and School Employees Retirement System Waivers – Waiver forms for students and/or jobs not eligible for retirement withholding.	Permanent
715	State Employees Retirement System (SERS) – Record of SERS withholdings monthly.	4 years provided audited
716	State Teachers Retirement System (STRS) Record of STRS withholdings per pay and annual.	4 years provided audited
717	Annuity Reports	4 years provided audited
718	Benefit Folders/Reports – Listing of employee’s benefit enrollments.	4 years provided audited
719	Employee Requests and/or Authorization for Leave Forms – Request for sick, vacation, personal, or other leave.	4 years provided audited
720	Deduction Reports – Voluntary payroll deductions per pay that include all deduction withholdings for each employee.	4 years provided audited
721	Employee Vacation/Sick Leave Records – Records of each employee’s sick and vacation leave.	4 years provided audited
722	Time Sheets – Record of hours worked.	6 years provided audited



Schedule Number	Record Title and Description	Retention Period
723	Overtime Authorization	6 years
724	Employee Insurance Bills – Monthly reconciliation of employee medical, dental and life insurance bills.	4 years provided audited
725	Paycheck Register – Listing of checks issued each pay.	4 years provided audited
726	Payroll Bank Statement – Includes bank statements and reconciliation.	4 years provided audited
727	Deduction Authorization – Forms to withhold deductions from an employee’s pay.	Until superseded or employee terminates
728	Court Ordered Garnishments	4 years after cause fully paid
<u>800</u>	<u>REPORTS</u>	
801	State Audits/GAAP (Generally Accepted Accounting Principles) Reports – Annual financial audit reports.	5 years
802	Special Education (S.E.) Reports – Annual	7 years
803	Vocation Education (V.E.) Reports – Annual	5 years
804	Ohio Common Core Data (OCCD) Reports – Data on revenues and expenditures per pupil made by school districts.	5 years
805	Drivers Education Report	5 years
806	Ohio Department of Education (ODE) Reports – Academic reports from the Ohio Department of Education.	5 years

Schedule Number	Record Title and Description	Retention Period
807	Alternative Learning Experience – Records documenting student participation in an alternative learning experience program. Includes but is not limited to: Letter of attestation/statement of understanding; District release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when District/teacher approves plan; estimated hours per week of student participation; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; student/teacher instructional two-way interactions/ contacts/monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8) including dates when occurred.	Retain for 5 years after end of school year, then destroy
808	Civil Rights Reports – U.S. Department of Education Civil Rights Data Collection and any past reports.	Permanent
809	Title IX Reports – Includes any required reporting as requested by state or federal agencies.	10 years
810	State Minimum Standards – A record of minimum standards given to the District by the State Department.	10 years
811	Personnel State Reports (SF-1, CS-1)	4 years provided audited
812	Worker’s Comp Wage Reports	5 years
813	Worker’s Comp Payroll Reports	5 years
814	Bank Balance Certification (Co. Auditor)	5 years
815	Transportation Reports – State transportation reports, T-1 and T-2.	4 years provided audited
816	EMIS Reports	7 years

Schedule Number	Record Title and Description	Retention Period
900	<u>GENERAL RECORDS</u>	
901	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies	Until superseded
902	Executive Correspondence – Correspondence of the District Superintendent and Administrative staff dealing with significant aspects of the administration of the District. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years; file with related records if content requires longer retention; appraise for historical value
903	General Correspondence – Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years
904	Transient Correspondence/Material – All informal and/or temporary messages and notes, including email and voice mail messages, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the District which are answered by standard form letters.	Retain until no longer of administrative value, then destroy
905	Copies, Duplicates, Non-Records – Items not included in the scope of official records as defined by O.R.C. 149.011(G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record.	Until no longer of administrative value
906	Exposure Reports – Report of contact with blood or other potentially infectious materials.	7 years
907	Incident/Accident Reports – A report of student/employee injuries or accidents including place, time and witnesses.	7 years, provided no action pending

## **HARASSMENT, INTIMIDATION, AND BULLYING**

### **Introduction**

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property, on a school bus, or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

### 1. **Definition of Harassment, Intimidation, or Bullying**

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and
  2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or 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, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. 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:
  1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
  2. Sending abusive or threatening instant messages;
  3. Using camera phones to take embarrassing photographs of students and posting them online;

4. Using Web sites to circulate gossip and rumors to other students;
  5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
- G. Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

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

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior 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, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board of Education’s interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant’s parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.



Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- C. Maintain contact with parents and guardians of all involved parties;
- D. Provide counseling for the victim if assessed that it is needed;
- E. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- F. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- G. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;

- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The District administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS.: O.R.C. §§3313.666; 3313.667

Revised: \_\_\_\_\_, 2012

### **EMPLOYEE AND STUDENT TITLE IX GRIEVANCE PROCEDURE**

The Board of Education shall not discriminate on the basis of sex in the educational programs or activities of the school district that receive federal financial assistance. The Board of Education hereby designates the Superintendent or his/her designee as the Title IX compliance officer for the school district. The Title IX officer's duties shall include, but not be limited to, coordinating the school district's effort to comply with and carry out its responsibilities under Title IX and carry out an investigation of any complaint communicated to the school district alleging its noncompliance with Title IX or alleging any uses which would be prohibited by Title IX in accordance with the procedures set forth hereinafter. The Title IX officer may be assisted by such additional personnel as from time to time may be appointed.

Complaints involving alleged discrimination on the basis of sex in any program or activity that receives federal financial assistance shall be handled in accordance with the following procedure unless a policy has been adopted to deal with the specific discrimination. If a more specific policy exists, that policy shall be followed.

#### **Step 1:**

Any student or employee who has a complaint of alleged sex discrimination shall attempt promptly to resolve the complaint by discussion with the building principal or immediate supervisor in case of classified employees. If the building principal or immediate supervisor is the subject of the complaint, the complaint should be filed with the Title IX officer. If the Title IX officer is the subject of the complaint, the complaint can be filed directly to the Board. The complaint should be in writing and describe, in as much detail as possible, the facts of the situation. The principal or supervisor shall keep a written record of the discussion and provide a copy to the student or employee involved.

#### **Step 2:**

If the complaint is not resolved in Step 1, the complainant may, within ten (10) calendar days after receiving an answer, file the complaint in writing with the Title IX officer and mail a copy to the principal or supervisor involved. The Title IX officer shall arrange a meeting to discuss the complaint within ten (10) calendar days after receiving the written complaint, and subsequent meetings may be scheduled as agreed to by both parties. The Title IX officer shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) calendar days after the final meeting regarding the complaint.

#### **Step 3:**

If the decision rendered by the Title IX officer does not resolve the complaint to the satisfaction of the complainant, such person can, within ten (10) calendar days, appeal in writing to the Board of Education. The notice of appeal shall be sent to the Title IX officer and a copy filed with the Treasurer of the Board of Education. Failure to file such appeal within ten (10) calendar days from the receipt of the written memorandum of the Title IX officer's action on said grievance shall be deemed a waiver of the right to appeal. The Superintendent shall place the matter on the agenda for the next

meeting of the Board of Education to be held within thirty (30) days, and the complainant shall be advised in writing of the time, place, and date of the meeting.

The complainant shall receive written notice of the meeting no less than five (5) calendar days in advance of the meeting. The Board shall act upon such appeal officially no later than its next regular meeting following the meeting with the complainant. Copies of the final decision shall be sent to the complainant, Title IX officer, and building principal or supervisor. The decision of the Board shall be final.

If the grievance cannot be resolved through the above procedure, a request for an official interpretation may be filed with the U.S. Department of Education - Office for Civil Rights, Bank One Center, Room 750, 600 Superior Avenue East, Cleveland, Ohio 44114-7650.

## **STUDENT COMPLAINTS OF SEXUAL HARASSMENT**

The Board recognizes that a student's right to freedom from discrimination includes the opportunity to learn in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the operation of the school district and will not be tolerated. This policy or a version which provides students adequate notice of the prohibition against sexual harassment, the conduct that constitutes sexual harassment and the complaint procedure for reporting sexual harassment shall be included in the student handbooks.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below or to have romantic or sexual relations with a student. Retaliation in any form against those persons alleging that sexual harassment has occurred or participating in the investigation of the complaint is also prohibited. It shall also be a violation of this policy for students or third parties (i.e., visiting speaker, or visiting athletic team) to harass other students through conduct or communications of a sexual nature as defined below.

Any teacher, counselor or administrator who receives a report, verbally or in writing, from any student regarding sexual harassment of that student must forward that report to the building principal or Title IX compliance officer within one school day or within a reasonable period of time if there is a good cause for the delay. Any building principal receiving a report of sexual harassment shall promptly notify the Title IX officer.

### 1. Definition

- a. Sexual harassment is unwelcome conduct of a sexual nature. Such conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, when made by a member of the school staff or a third party (e.g., a visiting speaker or visiting athletes) to a student or when made by any student to another student. Such actions constitute sexual harassment when:
  - 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education;
  - 2) Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
  - 3) The conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or offensive academic environment;
  - 4) Sexual harassment, as defined above, may include, but is not limited to, the following:

- a) Verbal or written harassment or abuse;
  - b) Pressure for sexual activity;
  - c) Repeated remarks to a person, with sexual or demeaning implications;
  - d) Unwelcome touching;
  - e) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.; or
  - f) Any other unwelcome actions or activities suggesting sexual involvement or with sexual implications.
- b. Unwelcome: Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or failure to complain does not always mean the conduct was welcome.

2. Complaint Procedure

- a. Any student who alleges sexual harassment by any staff member or student in the district may complain directly to the Title IX officer, guidance counselor, teacher, Superintendent, any other school employee whom the student trusts, or any other individual designated to receive such complaints.
- b. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting sexual harassment will not reflect upon the student's status nor will it affect future employment, grades, or work assignments. The person to whom the complaint was made shall within one (1) school day report the complaint to the Title IX officer. If the Title IX officer or Superintendent is the employee alleged to have engaged in the sexual harassment, the report shall be made to the Board of Education.
- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

3. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if sexual harassment has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred.

4. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment, was found not to have engaged in harassment, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents, or the student, if he/she is over eighteen. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment or inconclusive evidence shall end the investigation.
- c. If harassment is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment is eliminated for the victim and other individuals affected by the sexual harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

5. Discipline

A substantiated charge against a student in the school district shall subject that student to disciplinary action, including suspension or expulsion, consistent with the Student Discipline Code.



### **EMPLOYEE COMPLAINTS OF SEXUAL HARASSMENT**

The Board recognizes that an employee's right to freedom from discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the operation of the school district and will not be tolerated.

It shall be a violation of this policy for any member of the district staff or a third party (i.e., visiting speaker or a visiting athletic team) to harass an employee through conduct or communications of a sexual nature as defined below. This includes harassment by a supervisor or another co-employee.

#### 1. Definition

- a. Sexual harassment of employees is unwelcome conduct of a sexual nature. Such conduct can include unwelcome sexual advances, requests for sexual favors, and verbal, nonverbal or physical contacts of a sexual nature when submission to such conduct is made a condition of employment or a basis of an employment decision. Sexual harassment also may be found to have occurred when the above-mentioned conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
- b. Sexual harassment, as defined above, may include but is not limited to the following:
  - 1) Basing an evaluation, recommendation, transfer, etc. on an employee's refusal or submission to sexual advances.
  - 2) Jokes, stories, cartoons, or pictures that convey a sexual message, and/or place the opposite sex in demeaning roles, thereby creating a hostile working environment for the sex which is the subject of the jokes, stories, cartoons, or pictures.
  - 3) Unwelcome touching.
  - 4) All types of verbal harassment and abuse of a sexual nature.
  - 5) Pressure for sexual activity.
  - 6) Any other unwelcome remarks or actions to a person, with sexually demeaning implications.
- c. Unwelcome: Conduct is unwelcome if the employee did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or failure to complain does not always mean the conduct was welcome.

2. Complaint Procedure

- a. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited.
- b. The intent of the following reporting procedure is to provide a quick and fair resolution of complaints of harassment based on sex.
- c. The staff member desiring to file a sexual harassment complaint must present the complaint, in writing to the Superintendent. The Superintendent or his/her designee shall investigate the matter unless otherwise designated by the Board.
- d. If the Superintendent is the employee alleged to have engaged in sexual harassment, the complaint shall be sent directly to the President of the Board of Education. The Board will either conduct the investigation set out below, or appoint an investigator in its place.
- e. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

3. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if sexual harassment has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred.

4. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment, was found not to have engaged in harassment, or whether the investigation was inconclusive. The report shall be issued to the complainant. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment or inconclusive evidence shall end the investigation.
- c. If harassment is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment is eliminated for the victim and other individuals affected by the sexual harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

5. Discipline

If sexual harassment is found to have occurred, the person who engaged in such harassment may be disciplined. The discipline must be reasonably calculated to end the harassment. Any discipline must include a directive that the employee not engage in such harassment in the future.

**RACIAL/ETHNIC/NATIONAL ORIGIN HARASSMENT AND  
DISCRIMINATION POLICY COVERING EMPLOYEES**

Each school district employee has a responsibility to maintain a workplace and educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

This policy applies to the Board of Education, its administrative, teaching and non-teaching employees.

**Racial/Ethnic/National Origin Harassment and Discrimination**

No employee shall, on the basis of his or her race, ethnicity, or national origin be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

No person shall be disadvantaged or treated unfairly by the Board of Education or any of its personnel or students on the basis of race, ethnicity, or national origin, whether intentionally or otherwise, in any activity at any level of the operations of the school district.

**Racial/Ethnic/National Origin Harassment**

Racial/ethnic/national origin harassment may be any behavior, verbal or physical, which is imposed by an employee or student on an employee because of race, national origin, or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcome and which causes or contributes to a racially/ethnically/national origin based hostile environment.

Such a hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual's school or workplace environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim's situation under all of the existing circumstances.

Such harassment may include, but is not limited to:

1. Racial/ethnic/national origin oriented verbal "kidding" or demeaning racial/ethnic innuendos, teasing, jokes or remarks of a racial/ethnic nature.
2. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
3. Racial/ethnic/national origin motivated intimidation and/or physical violence or threats of physical violence.

### Racial/Ethnic/National Origin Discrimination

It is unlawful to discriminate against an employee or applicant for employment because of his/her race, ethnicity, or national origin in regard to hiring, termination, promotion, compensation, or any other term, condition, or privilege of employment. It is also unlawful to make employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups.

### Investigation of Harassment and/or Discrimination

In order to prevent, deter or correct such a hostile environment or concern about such discrimination, it is the responsibility of the administrative personnel to investigate any charges of racial/ethnic/national origin harassment or discrimination when brought to their attention and take appropriate corrective action.

#### 1. Complaint Procedure

- a. The staff member desiring to file a harassment/discrimination complaint must present the complaint, in writing, to the Title VI Coordinator. The Coordinator or his/her designee shall investigate the matter unless otherwise designated by the Board.
- b. If the Coordinator is the employee alleged to have engaged in the harassment/discrimination, the complaint shall be sent directly to the Superintendent. The Coordinator will either conduct the investigation set out below, or appoint an investigator in his/her place.
- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

#### 2. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment/discrimination, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment/discrimination has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment/discrimination has occurred.

3. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment/discrimination, was found not to have engaged in harassment/discrimination, or whether the investigation was inconclusive. The report shall be issued to the complainant. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment/discrimination or inconclusive evidence shall end the investigation.
- c. If harassment/discrimination is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment/discrimination is eliminated for the victim and other individuals affected by the harassment/discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

4. Discipline

If harassment/discrimination is found to have occurred, the person who engaged in such harassment/discrimination may be disciplined. The discipline must be reasonably calculated to end the harassment/discrimination. Any discipline must include a directive that the employee not engage in such harassment/discrimination in the future.

Annually, at the organizational meeting, the Board of Education shall appoint the Title VI Coordinator for Non-Discrimination for the district.

School employees will be notified at least annually of their responsibility to report all instances of possible racial/ethnic/national origin discrimination or harassment of which they become aware and to whom such a report shall be made.

A violation of the foregoing policy shall be grounds for discipline according to the Ohio Revised Code and any applicable negotiated agreement.

It is Board policy that all reports of such harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infractions. No employee shall be subjected to adverse employment action in retaliation for any good faith report of harassment/discrimination or participating in an investigation about harassment/discrimination under this policy. Limited disclosure may be necessary to complete a thorough investigation.

**RACIAL/ETHNIC/NATIONAL ORIGIN HARASSMENT AND  
DISCRIMINATION POLICY COVERING STUDENTS**

Each student has a responsibility to maintain an educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

Racial/Ethnic/National Origin Harassment and Discrimination

No student shall, on the basis of his or her race, ethnicity, or national origin be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any educational right, privilege, advantage or opportunity.

No person shall be disadvantaged or treated unfairly by the Board of Education or any of its personnel or students on the basis of race, ethnicity, or national origin, whether intentionally or otherwise, in any activity at any level of the operations of the school district.

Racial/Ethnic/National Origin Harassment

Racial/ethnic/national origin harassment may be any behavior, verbal or physical, which is imposed by an employee or student on a student because of race, national origin, or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcome and which causes or contributes to a racially/ethnically/national origin based hostile environment.

Such a hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual's school environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim's situation under all of the existing circumstances.

Such harassment may include, but is not limited to:

1. Racial/ethnic/national origin oriented verbal "kidding" or demeaning racial/ethnic innuendos, teasing, jokes or remarks of a racial/ethnic nature.
2. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
3. Racial/ethnic/national origin motivated intimidation and/or physical violence or threats of physical violence.

Racial/Ethnic/National Origin Discrimination

It is unlawful to discriminate against a student because of his/her race, ethnicity, or national origin.



### Investigation of Harassment and/or Discrimination

In order to prevent, deter or correct such a hostile environment or concern about such discrimination, it is the responsibility of the administrative personnel to investigate any charges of racial/ethnic/national origin harassment or discrimination when brought to their attention and take appropriate corrective action.

#### 1. Complaint Procedure

- a. The student desiring to file a harassment/discrimination complaint must present the complaint, in writing, to the Title VI Coordinator. If the student verbally complains to a staff member regarding such harassment, the staff member is required to report the complaint to the Coordinator. The Coordinator or his/her designee shall investigate the matter unless otherwise designated by the Board.
- b. If the Coordinator is the employee alleged to have engaged in the harassment/discrimination, the complaint shall be sent directly to the Superintendent. The Coordinator will either conduct the investigation set out below, or appoint an investigator in his/her place.
- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

#### 2. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment/discrimination, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment/discrimination has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment/discrimination has occurred.

3. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment/discrimination, was found not to have engaged in harassment/discrimination, or whether the investigation was inconclusive. The report shall be issued to the complainant, or to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment/discrimination or inconclusive evidence shall end the investigation.
- c. If harassment/discrimination is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment/discrimination is eliminated for the victim and other individuals affected by the harassment/discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

4. Discipline

If harassment/discrimination is found to have occurred, the person who engaged in such harassment/discrimination may be disciplined. The discipline must be reasonably calculated to end the harassment/discrimination, up to and including suspension or expulsion of students. Any discipline must include a directive that the student or employee not engage in such harassment/discrimination in the future.

Annually, at the organizational meeting, the Board of Education shall appoint the Title VI Coordinator for Non-Discrimination for the district.

School employees will be notified at least annually of their responsibility to report all instances of possible racial/ethnic/national origin discrimination or harassment of which they become aware and to whom such a report shall be made.

It is Board policy that all reports of such harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infractions. No student shall be subjected to retaliation for any good faith report of harassment/discrimination or participating in an investigation about harassment/discrimination under this policy. Limited disclosure may be necessary to complete a thorough investigation.

### **SECTION 504/ADA/TITLE VI GRIEVANCE PROCEDURE**

It is the intent of the Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to disability. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities of the district, or in the employment of school district personnel.

The Board of Education hereby designates the Superintendent or his/her designee as the district's Compliance Officer. The address of the district's Compliance Officer is 103 Clever Lane, Lexington, Ohio 44904. The telephone number is (419) 884-2132. The District's Compliance Officer will coordinate efforts to comply with this policy.

#### **Grievance Procedure**

This grievance procedure may be used for a complaint alleging a violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, or Title VI of the Civil Rights Act of 1964. A copy of the district's grievance procedure may be obtained from the district's Compliance Officer.

A person who believes s/he has a valid basis for a grievance may discuss the grievance informally and on a verbal basis with the district's Compliance Officer, who shall in turn investigate the complaint and reply with the answer to the complaint. S/He may initiate formal procedures according to the following steps:

- Step 1 – District's Compliance Officer Conference. A person who believes he/she has a valid basis for a grievance may initiate a grievance by making a written request for a conference with the district's Compliance Officer to discuss the complaint and seek resolution. The request shall fully describe the grievance, citing the specific circumstances or areas of dispute which have resulted in the complaint, and be filed as soon as possible, but not longer than ten (10) days after disclosure of the facts giving rise to the grievance. The district's Compliance Officer shall conduct the conference within five (5) school days following receipt of the request. The district's Compliance Officer will state in writing his/her decision to the individual within five (5) school days following the conference.
- Step 2 – Appeal to the Superintendent. If the grievance is not resolved satisfactorily at Step 1, the district's Compliance Officer's decision may be appealed in writing to the Superintendent. (If the Superintendent is the district's Compliance Officer, Step 2 will be skipped. The Appeal is to Step 3.) The appeal must be made within five (5) school days following the receipt of the district's Compliance Officer's decision. The Superintendent will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 – Appeal to the Board of Education. If the grievance is not satisfactorily resolved through Step 1, a written appeal may be made to the Board of Education. The grievance must be filed with the Superintendent's Office within five (5) school days of the Superintendent's written decision at Step 2. The Board or its designee will conduct a hearing regarding the alleged grievance within thirty (30) school days of filing of the appeal. The parties can agree to extend the time for the hearing. The Board or designee shall give the complainant a full and fair opportunity to present evidence relevant to the issues raised by the grievance. The complainant may, at his/her own expense, be assisted or represented by individuals of their choice, including legal counsel. The Board or designee will make a written decision to the district's Compliance Officer and complainant within ten (10) school days of the hearing.

#### Due Process Hearing Procedure

1. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer ("IHO") (i.e. by a person not employed by the Board of Education, not involved in the education or care of the child, and not having a personal or professional interest which would conflict with his/her objectivity in the hearing).

A person filing a grievance may also file a complaint at any time with the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114-2611.

2. The parties can agree to refer the due process issue to mediation. The mediator may be selected from the Office for Exceptional Children.
3. The school district may maintain a list of IHOs, which may include IDEA hearing officers, attorneys, and Directors of Special Education outside the District. The district's Compliance Officer will appoint an IHO from that list, and the costs of the hearing shall be borne by the school district. The appointment of an IHO will be made within fifteen (15) school days after the request for a due process hearing is received.
4. A party to a due process hearing shall have:
  - a. The right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;
  - b. The right to present evidence, confront, and cross-examine witnesses;
  - c. The right to a written or electronic verbatim record of such hearing; and

- d. The right to written findings of fact and decisions.
5. The IHO shall conduct the due process hearing within a reasonable period of time (i.e. not to exceed ninety (90) days of the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).
6. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) days prior to the date of the hearing, unless otherwise agreed to by the parties.
7. The person filing the grievance may be represented by another person of his/her choice, including an attorney.
8. The IHO shall make a full and complete record of the proceedings.
9. The IHO shall render a decision in writing to the parties within thirty (30) days following the conclusion of the hearing. The decision will include findings of fact.
10. Either party shall have a right to appeal the decision of the IHO upon filing a written request for an appeal within fifteen (15) days of the date of the IHO's written decision. The appeal request must be timely filed with the District's Compliance Officer.
11. In the request for an appeal, the requesting party shall specifically set forth the reasons the party feels the decision of the IHO is either contrary to and not supported by the evidence, or is otherwise contrary to law.
12. The appeal shall be heard by another IHO, who shall be appointed by the district's Compliance Officer.

### **SMOKE FREE SCHOOLS**

The Board recognizes that use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff or any other matter or substances that contain tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even indirectly, condone the use of tobacco, the Board prohibits use of tobacco in school buildings, on school buses, and in any classroom, hallway, or instructional area.

**HIV/AIDS**  
**(HUMAN IMMUNODEFICIENCY VIRUS/ACQUIRED IMMUNE  
DEFICIENCY SYNDROME)**

**General Principles**

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

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

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

**Evaluating Students and Staff Who Are Infected with HIV**

The Superintendent and/or designee is the person to be notified regarding all HIV incidences. When the Superintendent is notified by a parent/guardian, staff member, student and/or any other credible source that an individual in the district is infected with HIV, the Superintendent shall attempt to verify the health status of the individual, (i.e., consultation with parents/guardian, physician, health services personnel, etc.). Upon confirmation, the Superintendent shall discuss with appropriate staff members ways that the district may help anticipate and meet the needs of the student or staff member infected with HIV.

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



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

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

### **Confidentiality**

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

### **Infectious Disease Advisory Committee**

The President of the Board will appoint an HIV Advisory Committee. The Committee will consist of one member of the Board, the Superintendent, one principal, one teacher, the district's legal counsel, the school physician and/or nurse and a doctor who specializes in infectious diseases. Other persons who may be considered as members include a guidance counselor, a student and an official of the County/City Board of Health.

The function of the HIV Advisory Committee is:

- A. To keep informed regarding the latest medical developments and information regarding HIV;
- B. To advise the Board regarding policies and regulations and any changes which the Committee recommends in such policies;
- C. To advise the Board regarding the HIV education program;

- D. To develop guidelines for Board consideration on hygienic practices in schools; and
- E. To assist any student, parent or employee who is seeking information about HIV.

**HIV Education Program**

An educational program will be provided to students as part of the health curriculum.

## **BLOODBORNE PATHOGENS**

The Board recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

To reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an Exposure Control Plan. Bloodborne pathogens are defined as pathogenic micro-organisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

The plan shall include annual in-services for staff and students; first-aid kits in each school room and each school vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

The Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens.

Training followed by an offer of immunization with Hepatitis B vaccine shall be provided for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district.

### **Handling and Disposing of Contaminated Fluids**

Health department information about the transmission of diseases including AIDS and Hepatitis B focuses on "body fluids" as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all staff and students. These actions should focus primarily on steps that staff members can take to ensure their own well-being.

Those who administer first aid, provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the district will be specifically protected through the district's Exposure Control Plan.

The procedures, however, are a review for all staff and students of appropriate hygienic and sanitation practices.

- A. Universally recognized precautions are to be followed at all times. Universally recognized precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens.
- B. Whenever possible, a student should be directed to care for his/her own minor bleeding injury. This includes encouraging students to apply their own bandaids. If assistance is required, bandaids may be applied after removal of gloves if the caregiver will not come into contact with blood or wound drainage.
- C. Gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.
- D. Complete and effective hand washing of at least 10 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials.
- E. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure, or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
- F. In the event handwashing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as possible.
- G. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an EPA\* approved disinfectant. These surfaces include equipment, counters, mats (including those used in physical education and athletic events) or changing tables.
- H. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
- I. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's universally recognized precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
- J. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or a mechanical device such as a broom, brush and dust pan. Any such items found

must be disposed of in closable puncture resistant, leakproof containers that are appropriately labeled or color-coded.

- K. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
- L. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
- M. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a child with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.
- \* Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleanser, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers.

WAIVER

HEPATITIS B VACCINATION

1. I understand that due to my occupational exposure to blood and other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection.
2. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I have decided to decline Hepatitis B vaccine at this time.
3. I understand that by declining this vaccine, I may have an occupational exposure risk of acquiring Hepatitis B infection which can be a serious disease.
4. I understand that if in the future I continue to have an occupational exposure to blood or other potentially infectious materials, I have the option of being vaccinated with Hepatitis B vaccine at no charge to myself (unless medical contraindication).
5. I understand that I will need a post-exposure evaluation if I have encountered an occupational exposure incident (specific eye, mouth, other mucous membranes, non-intact skin or parenteral contact with blood or other potentially infectious materials) and I must report this incident to the (building administrator) immediately.

I have read and I understand the above information and do not wish to receive the Hepatitis B vaccination series (three doses) at this time.

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

## **INDOOR AIR QUALITY PLAN**

The Lexington Local Schools is committed to providing a safe, healthy, and comfortable environment for the staff and students, so they can perform at their best potential. The following plan outlines different areas within the school district and the plan to achieve the best possible environment for everyone. This plan is a guideline and can be revised as needed by the Indoor Air Quality Coordinator and the IAQ Team. The IAQ Team will implement the IAQ plan with the help from all staff members on certain areas of implementation of the plan.

### **Environmental Management Plan**

#### **HVAC Maintenance:**

1. Heating unit/cooling unit coils, condensers, and related equipment will be cleaned and serviced annually or more frequently if needed.
2. Condenser pans and drains will be cleaned annually or as needed.
3. Buildings will be checked at least annually for CO Emissions by the county health department as requested by the IAQ Coordinator.

#### **HVAC Filters:**

1. HVAC filters will be changed annually or cleaned as needed. Filters will be checked and/or cleaned during the school year.
2. Lexington Schools will use appropriate filter types as designated by the manufacturer.

#### **Local Exhaust Systems:**

1. All exhaust fans and motors will be maintained as designed. Areas that were identified as problem areas will be continuously monitored/checked to correct the situation.
2. The areas of greatest concern are art rooms, restrooms, science labs, industrial arts, and kitchens.

#### **Sanitation:**

1. Cleaning procedures and frequency:
  - A. Floors – Carpeting will be vacuumed daily with extraction done at least annually. Hard surfaced flooring will be swept or dust mopped daily, mopping or scrubbing as needed.

- B. Horizontal surfaces and furniture will be completely cleaned annually with supervision personnel determining frequency during the school year. Personal furniture including individual pieces of carpet in the classrooms is highly discouraged. Cleaning of personal furniture will be the responsibility of the owner and must be cleaned at least annually.
  - C. Restrooms and locker rooms will be cleaned daily during the school year.
  - D. Grilles, vents, and diffusers shall be cleaned annually or more frequently if needed.
  - E. Mold will be removed promptly when identified.
  - F. Refrigeration devices and room air conditioners will be cleaned at least annually.
2. Cleaning equipment and materials:
- A. Vacuum cleaners – will use vacuum cleaners with bags that will rid those areas vacuumed with 99% efficiency of pollen, dust particles and also guard against bacterial growth and harmful pollutants.
  - B. Each operator shall be responsible to check his or her vacuum for proper maintenance.
3. Waste collection, containment, and disposal:
- A. Trash will be collected daily in each building and placed in dumpsters.
  - B. The vendor shall empty garbage dumpsters.
  - C. Food storage is handled by the kitchen staff and stored in the designated areas.

**Water Infiltration Control:**

- 1. Staff will help monitor their rooms and will report any signs of water intrusion to the building principal or custodian.
- 2. Maintenance staff will determine the appropriate repairs needed for water infiltration.

**Roofing Maintenance Plan:**

- 1. The district's building roofs will be visually inspected annually for signs of damage/failure.
- 2. Repairs will be made when possible by maintenance staff or if necessary contractors.



**Indoor Air Quality:**

1. Moisture detection and control
  - (a) Materials that become wet will be removed and discarded. If the materials cannot be disposed of, they will be separated to permit drying.
  - (b) Custodial staff will replace ceiling tile that become spotted from moisture.
  - (c) Maintenance staff will try to determine origin of moisture and repair said problem.
2. To ensure the health of the students, the school nurse, classroom teachers, and principal will monitor pets in the classrooms.
3. Refrigerators will be kept clean by removing old food items weekly. All items will be dated. Interior will be cleaned annually during summer cleaning and otherwise as needed.
4. Storage of food in the classrooms will be on a limited basis. If food is to be stored, sealed containers will be used to limit any contamination.

**Integrated Pest Management:**

1. Existing window screens are to be kept in place to prevent entrance of pests.
2. Chemical control of pests will be limited. The use of bait stations and traps will be used when possible and necessary.

**Asbestos Management Plan:**

1. Lexington Local Schools will use an EPA certified management asbestos company to review/update existing management plan.

**Radon Testing:**

1. Testing will be performed as required by the appropriate agency.

**Chemical Storage and Safety:**

1. The building custodial and maintenance supervisor shall have an inventory with the location of all chemicals stored in the district's buildings.
2. Material Safety Data Sheets will be kept maintained and located as designated.
3. Chemicals will be stored in appropriate storage cabinets and locked.

4. Personnel handling chemicals will be provided with necessary safety equipment and training on correct use of the products.
5. Cleaning agents used by staff will be provided by the district. Staff should not purchase cleaning agents or bring from home.

**Communication:**

1. Each district staff member will be provided a copy of the district's indoor air quality plan upon request.
2. A copy of the district's indoor air quality plan will be posted in each of the building principal's offices as well as supervisors' offices.
3. Lexington community will be informed via the school newsletter/annual report.

**Environmental Response Action Plan**

The response action plan is a flexible, expandable, and collapsible document dealing with any complaints that might arise in Lexington Local School buildings. Any complaints will be directed to the Indoor Air Quality Coordinator, who will then implement the appropriate response plan and determine the seriousness of the complaint. He will also inform the Superintendent that a complaint has been filed.

**Level I Response:**

The complaint originates from a single person or a few individuals. The complainant has expressed a vague health, comfort, or an aesthetic concern. Quick response is important.

**Procedure:**

1. Interview the complainant(s).
2. Identify, if possible, cause of the problem.
3. Assess the condition of the mechanical systems in the building, if applicable.
4. Conduct a visual inspection of the room(s) for water intrusion, visible mold, and dirt, if possible.
5. Check CO<sub>2</sub>, temperature, humidity, if applicable.
6. Correct conditions if possible.
7. Summarize findings/actions in a written follow-up.

**Level 2 Response:**

A level 2 response is appropriate if a group of individuals SUSPECT that they have become ill due to contaminated air in their school building. The complainants believe that the air is causing acute (short-term) illness or discomfort, or they may assert that they have contracted a chronic (long-

term) illness because of environmental exposure. They may or may not have medical documentation to support their contention.

Procedure:

1. Interview the complainants.
2. Interview non-affected staff members to determine if concern is widespread.
3. Identify, if possible, cause of the problem.
4. Notify local health department.
5. Conduct a visual inspection of the room(s) for water intrusion, visible mold, and dirt.
6. Check CO<sub>2</sub>, particulate, humidity. (Use of an outside consultant may be necessary).
7. Assess the condition of the mechanical systems in the building.
8. Correct conditions if possible.
9. Summarize findings/actions in a written follow up.

**Level 3 Response:**

A level 3 response is the most serious. A diagnosable building-related illness has been identified in a person or persons. (Extreme examples: Legionnaire's Disease, Histoplasmosis, Carbon Monoxide poisoning.) A level 3 response is the most difficult to control, since people will be panicking, and the media will probably be involved.

Procedure:

1. Interview the victim(s).
2. Interview non-affected staff members to determine if others are ill.
3. Identify the source of the problem if possible.
4. Notify local health department.
5. Consult other resources: Ohio EPA, ODH, OBWC.
6. Conduct a visual inspection of the room(s) for water intrusion, visible mold, and dirt.
7. Check CO<sub>2</sub>, particulate, and humidity.
8. Assess the condition of the mechanical systems in the building.
9. Conduct air sampling, if appropriate.
10. Analyze all information carefully. Develop remediation plan.
11. Correct conditions.
12. Summarize findings/actions in a written follow-up.

### Lexington Local Schools

#### Classroom Checklist

Room # \_\_\_\_\_ Teacher's Name \_\_\_\_\_ Date Completed \_\_\_\_\_

Thank you for completing this Indoor Air Quality (IAQ) Survey. This survey will serve as a first step in identifying areas of concern. Please be complete in filling out this survey and make additional comments and/or notes in the spaces provided. Thank you for your input.

#### General Cleanliness

Regular and thorough classroom cleaning is important to ensure good indoor air quality. While custodians typically clean the classroom, as a teacher you also can play an important role in promoting and maintaining classroom cleanliness.

REMINDER: Contact Maintenance to clean spills promptly.

- |                          |     |                          |    |   |
|--------------------------|-----|--------------------------|----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Floors are kept clean through regular vacuuming and/or mopping.   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Spills are thoroughly cleaned within one school day.  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Desks & counter tops are kept clean & free from visible dust & debris.  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Interior surfaces (ceilings, walls, windows, cabinets, textiles, lights, etc.) kept clean, with no visible stains, water damage or visible mold growth. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | White boards/chalk boards are cleaned at least once each week.  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Air vents are clean and unobstructed.   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Food in the classroom kept in sealed container.   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Only district approved chemicals & supplies used & properly stored in the classroom.  |

Please provide other information or details regarding general cleanliness:

---

---

---

#### ANIMALS IN THE CLASSROOM:

Certain individuals, in particular those with asthma, are sensitive to animal fur, dander, body fluids and feces and may experience reactions to these allergies.

- |                          |     |                          |    |                                     |
|--------------------------|-----|--------------------------|----|-------------------------------------|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Are there animals in the classroom? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Animals kept in cages.              |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Cages cleaned weekly.               |

Yes     No    Animals located away from ventilation system vents to avoid circulating allergens throughout the room or building.

Please provide other information or details regarding animals in the classroom.

---

---

---

**EXCESS MOISTURE IN THE CLASSROOM**

Excess moisture is the result of condensation on cold surfaces, leaking or spilled liquid, or excess humidity. Note here any signs of moisture that exist now or that recur.

Yes     No    Windows, windowsills, and window frames free of condensation.  
 Yes     No    Cold water pipes free of condensation.  
 Yes     No    Indoor surfaces of exterior wall free of condensation.

Check for leaks or signs of moisture from plumbing or roofs.

Yes     No    Area around and under classroom sinks free of leaks.  
 Yes     No    Classroom lavatories free of leaks.  
 Yes     No    Ceiling tiles or walls leak-free (discoloration may indicate periodic leaks).

Please identify any items marked above or other places with condensation noted:

---

---

---

**THERMAL COMFORT**

Temperature and relative humidity can affect comfort and IAQ.

Yes     No    Room usually comfortable.  
 Yes     No    Signs of draftiness.  
 Yes     No    Humidity is acceptable.

Please add any information regarding thermal comfort in your classroom.

---

---

---

VENTILATION

Ventilation is the process by which stale indoor air is exhausted to the outside, and outdoor air is drawn into the building. Staff members should be aware of ventilation systems in their classrooms.

- Yes     No    I have located the air supply and return vents.  
 Yes     No    Air is flowing from air supply.  
 Yes     No    Air is flowing without obstruction.

Thank you for the time you took out of your schedule to complete this checklist. Please add any other information regarding Indoor Air Quality in your eyes.

### IAQ Complaint Form Log

#### Complaint Data

Record complaints below: Complete an accurate description of the complaint symptoms, times and locations.

Complainant Name	Description of Complaint (symptoms or explanation)	Location(s) or Room Number(s)	Occurrence Date(s) & Time(s)

#### Follow Up:

Follow the directions on the IAQ Problem Solving Wheel to investigate potential causes of the symptoms recorded above.

### **EMERGENCY MANAGEMENT PLAN**

The Administration is directed to prepare a comprehensive emergency management plan for each school building. The plan shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety and shall consider operating changes to promote the prevention of potentially dangerous problems and circumstances. The Administration is to involve community law enforcement and safety officials, parents of students who are assigned to the building, and teachers and nonteaching employees who are assigned to the building. Remediation strategies shall be incorporated into the plan for any building where documented safety problems have occurred.

The following shall be incorporated into the plan:

- A. A protocol for addressing serious threats to the safety of school property, students, employees, or administrators;
- B. A protocol for responding to any emergency events that do occur and that compromise the safety of school property, students, employees, or administrators.

Each protocol shall include procedures deemed appropriate by the Board of Education for responding to threats and emergency events, respectively, including such thing as notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance, and informing parents of affected students. Prior to the first day of the school year, the Administration shall inform each enrolled student and his/or her parents of the parental notification procedures.

The Board shall update the emergency management plan at least once every three years and whenever a major modification to the building requires changes in the procedures outlined in the plan.

The Board shall file a copy of the current emergency management plan and building blueprint with each law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. The Board shall also file a copy of the current emergency management plan and a floor plan of the building, but not a building blueprint, with the attorney general, who shall post that information on the Ohio law enforcement gateway or its successor. Additionally, the Board shall submit an electronic copy of the emergency management plan to the Ohio Department of Education (“ODE”) not less than once every three (3) years, whenever a major modification to the building requires changes in the procedures outlined in the plan, and whenever information on the emergency contact information sheet changes.

Any time the Board updates the emergency management plan, the Board shall file copies, not later than the tenth day after the revision is adopted and in accordance with ODE rules, with the ODE and with any entity with which the Board has previously filed a copy of the plan.



The Administration shall prepare and conduct at least one annual emergency management test, in accordance with the rules adopted by the State Board of Education. The Administration shall grant access to each building under its control to law enforcement personnel, and to the local fire department, emergency medical services organization, and the county emergency management agency, so that they may hold training sessions for responding to threats and emergency events affecting the building, provided that the access occurs outside of student instructional hours and the Administration is present in the building during training sessions.

Copies of the emergency management plan and building blueprints are not a public record pursuant to §149.433 of the Revised Code.

LEGAL REFS: O.R.C. §3313.536

Revised: March 18, 2015

### **SCHOOL CEREMONIES AND OBSERVANCES/PATRIOTIC EXERCISES**

The Board recognizes its responsibility to instill patriotism, which in part, includes saluting the flag and oral reciting of the Pledge of Allegiance. It also believes that one's appreciation of this Country is promoted by ceremonies and observances held in the schools.

Accordingly, all students and staff in the district's schools are encouraged to begin each day with an oral recitation of the Pledge of Allegiance to the U.S. flag. No classroom teacher is prohibited from providing a reasonable period of time for recitation of the Pledge of Allegiance. The Pledge of Allegiance used in the district shall be as set forth in 4 U.S.C. §4:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

The recitation of the Pledge of Allegiance may be done (1) via the public address system for unified building participation; (2) in each individual classroom under the leadership/direction of the teacher; or (3) in some other manner as specified by the building principal.

It is recognized that some individuals may object to such recitation on the basis of religion or conscience. Therefore, no student shall be required to participate in the recitation of the Pledge of Allegiance and any intimidation of any student by other students or staff aimed at coercing participation is prohibited. There shall also be, however, no tolerance for disruption/ridicule of this Pledge of Allegiance activity.

The district shall devote time on or about Veterans Day to an observance that conveys the meaning and significance of that day. The amount of time each school devotes to this observance shall be at least one hour or, if class is less than one hour, at least one standard class period.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at the close every day.

LEGAL REFS: O.R.C. §§3313.602, 3313.80

Revised: \_\_\_\_\_, 2009

## **COPYRIGHT LAW**

Board employees shall abide by the copying procedures set forth below and obey the requirements of the law. Under no circumstances may employees of the Board violate copyright requirements in order to perform their duties. The Board is not responsible for any violations of the Copyright Act by its employees.

Public Law 94-533, the Copyright Act, affects all employees, because it sets guidelines regarding the duplication and use of all copyrighted materials -- print, nonprint, music, pictorial, dramatic works, motion pictures, computer software, and others. The Superintendent is responsible for disseminating the guidelines set forth below for duplication and use of copyrighted materials to all employees.

Any employee who is uncertain as to whether the reproducing or use of copyrighted materials complies with Board policy or is permissible under law shall contact the Superintendent or his/her designee.

### **Guidelines for Use of Copyrighted Materials**

#### **Fair Use**

- A. The "fair use" of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright law. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:
1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
  2. The nature of the copyrighted work;
  3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and,
  4. The effect of the use upon the potential market for or value of the copyrighted work.

These factors are discussed and defined in greater detail below.

#### **Single Copying for use in Teaching**

- A. A single copy may be made of any of the following by or for a teacher for his/her scholarly research or use in teaching or preparation to teach a class.

1. A chapter from a book;
2. An article from a periodical or newspaper;
3. A short story, short essay or short poem, whether or not from a collective work; or
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

### **Multiple Copies for Classroom Use**

- A. Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
1. The copying meets the tests for brevity and spontaneity as defined below;
  2. It meets the cumulative effect test as defined below; and
  3. Each copy includes a notice of copyright.
  4. a. Brevity: use of a copyrighted work must be limited in order to meet the brevity test of fair use. The following uses meet this brevity test:
    - (1) Poetry
      - (a) Copying of a complete poem if less than 250 words and if printed on not more than two pages; or
      - (b) If from a longer poem, an excerpt of not more than 250 words.
    - (2) Prose
      - (a) Copying of either a complete article, story or essay of less than 2,500 words; or
      - (b) An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

Each of the numerical limits stated in "poetry" and "prose" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

- (3) Illustrations: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (4) Special Works: "Special works" are defined as certain works in poetry, prose or in a "poetic prose" which often combine language with illustrations and which are intended sometimes for children, and at other times for a more general audience, and which fall short of 2,500 words in their entirety.

Paragraph two above (Prose) notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work, and containing not more than 10% of the words found in the text thereof, may be reproduced.

- b. Spontaneity: Spontaneity, for purposes of fair use, is met when the copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission from the person or entity holding the copyright to the work.
- c. Cumulative effect: The fair use test can only be met if the cumulative effect of unauthorized reproduction by various individuals does not diminish the copyright. Thus, the copying of the material can only be for one course in the school in which copies are made.

Additionally, not more than one short poem, article, story or essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

The limitations stated in the last two paragraphs above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

### **Permissible Educational Uses of Music**

- A. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance, provided a purchased replacement copy, if available, is substituted for the copy in due course.
- B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section movement, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.
- C. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
- D. A single copy of recordings of performances by students may be retained by the educational institution or individual teacher.
- E. A single copy of a sound recording of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

### **Authorized Reproduction and Use of Copyrighted Audio-Visual Material**

Board employees may copy certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.

- A. The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
- B. Recordings may be used in classroom or instructional settings.
- C. Recordings shall be used only in the facilities of the district and shall not be loaned or made available outside of those facilities.
- D. Permissible recordings of evening programs shall be retained for no more than seven days following the telecast unless an extension is received in writing in advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.

### **Authorized Reproduction and Use of Copyrighted Materials in the Library**

- A. A library may make a single copy of a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- B. A library may provide a single copy of copyrighted material at cost.
  - 1. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied.
  - 2. The copy shall contain the notice of copyright and the person obtaining the copy shall be notified that the copy is to be used only for private study, scholarship or research, and that any other use could result in the person being liable for copyright infringement.
- C. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated below.

### **Copying Limitations**

- A. Federal laws and regulations expressly provide the following prohibitions on copying copyrighted material:
  - 1. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
  - 2. Unless expressly permitted by agreement with the publisher and authorized by Board action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets or similar materials.
  - 3. Board employees shall not:
    - a. Use copies to substitute for the purchase of books, periodicals, music recordings, motion pictures, or other copyrighted material, except as permitted by law;
    - b. Copy or use the same items from term to term without the copyright owner's permission;

- c. Copy or use more than nine instances of multiple copying of protected material in any one term;
- d. Copy or use more than one short work or two excerpts from works of the same author in any one term; or
- e. Copy or use protected materials without including a notice of copyright. The following shall be a satisfactory notice:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW

### **Computer Software Copyright**

The Board recognizes that computer software piracy is a major problem for the industry and that violations of copyright laws contribute to higher costs and lessen incentives for publishers to develop effective educational software. Therefore, in an effort to discourage software piracy and to prevent such illegal activity, the district will take the following steps.

- A. The ethical and practical implications of software copyright violations will be taught to all employees and students using district computer facilities and software.
- B. Employees and students will be informed that they are expected to adhere to section 117 of the 1976 Copyright Act and all subsequent amendments governing the use of software.
- C. Wherever possible, efforts will be made to secure software from being duplicated from floppy disks, hard drives or networked systems.
- D. Illegal copies of copyrighted software shall not be made or used on district equipment.
- E. District administrators shall be designated as the only individuals who may sign license agreements for educational software used on district computers.
- F. Documentation of licenses for software used on district computers will be located at the site where the software is being used.

### **Unsupervised Copy Equipment**

- A. The following notice, in large type, shall be affixed to all district copying equipment (Xerox, Thermofax, audiotape recorder, videotape recorder and copy camera).

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.



**Library Copying for Students or Staff**

- A. The following notice, in large type, shall be posted prominently where the copies are made available to students or staff:

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL.

- B. The following notice, in large type, shall be posted prominently where print copies are made available to students and/or staff:

**WARNING CONCERNING COPYRIGHT RESTRICTIONS**

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

### **REPORT OF SERIOUS VIOLATIONS**

A principal, who is acting in his/her official or professional capacity, who has knowledge of or has observed a pupil committing a violation listed in O.R.C. §3313.662, which include those listed below, regardless of whether or not the pupil was 16 years of age or older at the time of commission of the act or violation and the violation was committed on property owned and controlled by, or at any activity held under the auspices of the Board of Education:

1. Shall, within one school day after obtaining his knowledge of or observing the act or violation, report the violation to the superintendent of the school district in which the school is located or to the designee of the superintendent; and
2. May, within a reasonable period of time after obtaining his knowledge of or observing the act or violation, report the act or violation to a law enforcement officer of the jurisdiction in which the violation occurred or, if the pupil is a juvenile, report the violation to either a law enforcement officer of the jurisdiction in which the act occurred or in the jurisdiction in which the pupil resides.

Violations set forth in O.R.C. §3313.662 to be reported:

- A. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possess any deadly weapon or dangerous ordnance onto any property owned or controlled by, or to any activity held under the auspices of the Board.
- B. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of the Board;
- C. O.R.C. §2925.03 Divisions (A)(1), (4), (5), (6), (7), (9), or (10) which makes it illegal to traffic in drugs if the trafficking was committed on property owned or controlled by, or at an activity held under the auspices of the Board;
- D. O.R.C. §2925.11, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of the Board;
- E. A violation of the following O.R.C. sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:
  1. O.R.C. §2903.01, aggravated murder;
  2. O.R.C. §2903.02, murder;

3. O.R.C. §2903.03, voluntary manslaughter;
  4. O.R.C. §2903.04, involuntary manslaughter;
  5. O.R.C. §2903.11, felonious assault;
  6. O.R.C. §2903.12, aggravated assault;
  7. O.R.C. §2907.02, rape;
  8. O.R.C. §2907.05, gross sexual imposition; or
  9. O.R.C. §2907.12, felonious sexual penetration.
- F. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the Board.

### **FOOD SALE STANDARDS AND SERVICES**

The Board of Education hereby adopts nutrition standards governing the types of food and beverages that may be sold on school premises and specifying the time and place for such approved food and beverages to be sold. In developing those standards, the Board has:

1. Considered the nutritional value of each food or beverage;
2. Consulted with a licensed dietitian, a registered dietetic technician, or a certified or credentialed school nutrition specialist who may be a Board employee, a consultant, or a volunteer; and
3. Consulted the USDA Dietary Guidelines for Americans and incorporated to the extent possible.

No food or beverage may be sold on school premises during the regular or extended school day except in accordance with the following standards:

- A. Decisions regarding the food to be sold shall be based on its potential to contribute significantly to the daily nutritional needs of children and to enhance the school district's nutrition philosophy and nutrition education curriculum.
- B. The time of day and place for the sale of food to students shall be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the district.
- C. No *a la carte* beverage may be sold on school premises except in accordance with the standards set forth in O.R.C. §§3313.816 and 3313.817 or regulations or guidelines adopted thereunder, or successor legislation, regulations, or guidelines.
- D. Vending machines shall not be placed in any classroom unless the classroom is also used to serve student meals. This does not apply to vending machines that sell only milk, reimbursable meals provided under the National School Lunch Program, or food and beverage items that are part of a reimbursable meal and are sold individually in the same portion size as found in the reimbursable meal.

#### **Enforcement of Standards**

The Board directs the Superintendent or his/her designee to ensure that district schools meet the nutrition standards adopted by the Board. The Superintendent or his/her designee shall prepare an annual report regarding compliance with these standards and make a presentation to the Board at one of its regular meetings. Copies of the report shall be made available to the public upon request.

During school hours, food sold in the schools or cafeteria must adhere to criteria established by the USDA as meeting the reimbursable meal criteria. Free and reduced-priced lunch and (when applicable) breakfast will be provided to students who cannot afford to pay the price of the meal.

Such food items will not come under this classification during:

- A. Athletic events;
- B. Special holiday programs; and
- C. Special events which do not supplement the regular lunch program.

This classification of food will not encompass regular employees, certificated or classified.

At least one employee who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver shall be present while students are being served food.

LEGAL REFS: O.R.C. §§3313.814; 3313.815

Revised: March 18, 2015

## **SCHOOL WELLNESS POLICY**

### **School Wellness Committee**

#### ***Committee Role and Membership***

The District will convene a representative District wellness committee (“DWC”), or work within an existing school wellness committee (“SWC”), that meets at least four times per year to establish goals for and oversees school health and safety policies and programs, including development, implementation, and periodic review and update of this District-level wellness policy (hereinafter referred to as the “wellness policy”).

The DWC/SWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers, students, representatives of the school nutrition program, physical education teachers, health education teachers, school health professionals, school administrators, school board members, health professionals, and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (“SNAP”). To the extent possible, the DWC/SWC will include representatives from each school building and reflect the diversity of the community.

#### ***Leadership***

The Superintendent or designee(s) will convene the DWC/SWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy. The designated official for oversight is \_\_\_\_\_. The name(s), title(s), and contact information (email address is sufficient) of this/these individual(s) is(are):

<b>Name</b>	<b>Title/Relationship to the School or District</b>	<b>Email address</b>	<b>Role on Committee</b>
			Assists in the evaluation of the wellness policy implementation

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

## **Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement**

### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where, and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation, and generate an annual progress report.

This wellness policy and the progress reports can be found at: [*District's internet address*]

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Board Office and/or on the District's central computer network. Documentation maintained in this location will include, but will not be limited to:

1. The written wellness policy;
2. Documentation demonstrating that the policy has been made available to the public;
3. Documentation of efforts to review and update the Wellness Policy, including an indication of who is involved in the update and methods the District uses to make stakeholders aware of their ability to participate on the DWC/SWC;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. The most recent assessment on the implementation of the wellness policy;
6. Documentation demonstrating the most recent assessment on the implementation of the wellness policy has been made available to the public.

### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the District website and/or District-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and

contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the DWC/SWC.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
2. The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
3. A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is: ***[list the person responsible here, their title, and their contact information]***. The DWC/SWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The DWC/SWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

### ***Community Involvement, Outreach and Communications***

The District will actively communicate ways in which representatives of DWC/SWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for the District. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and



support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **Nutrition**

### ***School Meals***

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable federal child nutrition programs, that:

1. Are accessible to all students;
2. Are appealing and attractive to children;
3. Are served in clean and pleasant settings;
4. Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
5. Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
6. Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
7. Sliced or cut fruit is available daily.
8. Daily fruit options are displayed in a location in the line of sight and reach of students.
9. All available vegetable options have been given creative or descriptive names.
10. Daily vegetable options are bundled into all grab-and-go meals available to students.
11. All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
12. White milk is placed in front of other beverages in all coolers.
13. Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
14. A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
15. Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas.

16. Student artwork is displayed in the service and/or dining areas.
17. Daily announcements are used to promote and market menu options.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes.

### ***Competitive Foods and Beverages***

The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, and snack or food carts.

### ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, including through:

1. Celebrations and parties: The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents: The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives: The District will provide teachers and other relevant school staff a list of alternative ways to reward children.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas.

### ***Nutrition Promotion***

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

1. Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
2. Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

### ***Nutrition Education***

The District will teach, model, encourage, and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

1. Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
2. Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
3. Includes enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
4. Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
5. Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
6. Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
7. Teaches media literacy with an emphasis on food and beverage marketing; and
8. Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

1. Relationship between healthy eating and personal health and disease prevention;
2. Food guidance from MyPlate;
3. Reading and using FDA's nutrition fact labels;
4. Eating a variety of foods every day;
5. Balancing food intake and physical activity;
6. Eating more fruits, vegetables, and whole grain products;
7. Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat;
8. Choosing foods and beverages with little added sugars;
9. Eating more calcium-rich foods;
10. Preparing healthy meals and snacks;
11. Risks of unhealthy weight control practices;
12. Accepting body size differences;
13. Food safety;
14. Importance of water consumption;
15. Importance of eating breakfast;
16. Making healthy choices when eating at restaurants;
17. Eating disorders;
18. The Dietary Guidelines for Americans;
19. Reducing sodium intake;
20. Social influences on healthy eating, including media, family, peers and culture;
21. How to find valid information or services related to nutrition and dietary behavior;
22. How to develop a plan and track progress toward achieving a personal goal to eat healthfully;
23. Resisting peer pressure related to unhealthy dietary behavior; and
24. Influencing, supporting, or advocating for others' healthy dietary behavior.

### ***Food and Beverage Marketing in Schools***

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer,

manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
2. Displays, such as on vending machine exteriors;
3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items are not required; however, the District will replace or update scoreboards or other durable equipment when existing contracts are up for renewal, or to the extent that it is financially possible over time, so that items are in compliance with the marketing policy.);
4. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment, as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District;
5. Advertisements in school publications or school mailings; and
6. Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the wellness policy.

### **Physical Activity**

Physical activity during the school day (including, but not limited to recess, classroom physical activity breaks, or physical education) will not be withheld as punishment for any reason. This does not include participation on sports teams that have specific academic requirements. The District will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as

incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. All District elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All District secondary students (middle and high school) are required to take the equivalent of one academic year of physical education. The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades, and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

1. The physical, psychological, or social benefits of physical activity;
2. How physical activity can contribute to a healthy weight;
3. How physical activity can contribute to the academic learning process;
4. How an inactive lifestyle contributes to chronic disease;
5. Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition;
6. Differences between physical activity, exercise, and fitness;
7. Phases of an exercise session – that is, warm up, workout, and cool down;
8. Overcoming barriers to physical activity;
9. Decreasing sedentary activities, such as TV watching;
10. Opportunities for physical activity in the community;
11. Preventing injury during physical activity;
12. Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active;
13. How much physical activity is enough – that is, determining frequency, intensity, time, and type of physical activity;
14. Developing an individualized physical activity and fitness plan;
15. Monitoring progress toward reaching goals in an individualized physical activity plan;
16. Dangers of using performance-enhancing drugs, such as steroids;
17. Social influences on physical activity, including media, family, peers, and culture;

18. How to find valid information or services related to physical activity and fitness;
19. How to influence, support, or advocate for others to engage in physical activity;  
and
20. How to resist peer pressure that discourages physical activity.

### ***Recess (Elementary)***

All elementary schools will offer at least 20 minutes of recess on all days during the school year. This requirement may be waived on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating, and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play, at the discretion of the building administrator, based on his/her best judgment of safety conditions. In the event that the District must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students to the extent practicable. Each school will maintain and enforce its own indoor recess guidelines. Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active and will serve as role models by being physically active alongside the students whenever feasible.

### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation.

### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by physical activity clubs, intramurals, or interscholastic sports.

### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in *six or more* of the activities below, including but not limited to:

1. Designate safe or preferred routes to school;
2. Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week;
3. Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area);
4. Instruction on walking/bicycling safety provided to students;
5. Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper;
6. Use crossing guards;
7. Use crosswalks on streets leading to schools;
8. Use walking school buses;
9. Document the number of children walking and or biking to and from school;
10. Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).

### **Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes. Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.



All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments, will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC. All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

### ***Community Partnerships***

The District will continue relationships with community partners in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Community Health Promotion and Family Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The DWC/SWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff. The subcommittee leader's name is \_\_\_\_\_.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school. Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing District reform or academic improvement plans/efforts.

LEGAL REFS: 42 U.S.C. §1758b

Adopted: March 15, 2017

### **MUSIC HALL OF FAME POLICY**

#### **Location**

- A. The pictures will be hung in the hallway outside of the instrumental music room.
- B. The pictures will start above the lockers along the north wall and run east to the entrance doors.
- C. After the north wall has been filled, the pictures will start along the south wall and run west to the end of the wall.
- D. After both walls have been filled, the Music Board of Control will decide where future pictures will be hung, with the approval of the Lexington Board of Education.

#### **Qualifications**

- A. Any music student is eligible who is selected to perform with the all-state groups (band, orchestra, jazz band) at the Ohio Music Educators' Association Annual Conference.
- B. Students who are enrolled at Lexington High School as of August 31, 1994, and after are eligible for this award.

#### **Procedures**

- A. Award recognition will be made at the spring music awards program.
- B. Individual pictures will be hung after the student graduates. The student must graduate as a credit to the school and community.
- C. Only one picture per individual will be hung regardless of the number of times he/she may qualify. A plate will accompany this picture with all achievements listed.
- D. All pictures will be in color and 16" x 20" in size. The participant will be dressed appropriately according to the award.
- E. Pictures will be taken in May of the participant's senior year.

### **APPLICATION OF PESTICIDES**

The Board of Education follows the standards for the safe application of pesticides in the classroom buildings of the district as established by the Ohio Department of Agriculture.

The Board designates the Assistant Superintendent to serve as the Contact Person for any pesticide application in classroom buildings of the district. The Contact Person shall maintain the necessary documentation for:

- A. Each application of pesticide(s) in a classroom building for a period of one (1) year following the date of application; and
- B. The notification provided to individuals who requested prior notice of pesticide application according to the Notice Procedure.

#### **Notice Procedure**

At the beginning of each school year or with initial enrollment or employment, the Superintendent or his/her designee shall inform the parent(s) or guardian(s) of a minor student, any adult students, and all faculty and staff members that they may request and receive prior notice of scheduled pesticide applications by one of the following methods: regular mail, e-mail, listserv, or any other method selected by the district.

The district shall provide notice to individuals who have requested prior notice and provided their necessary contact information at least three (3) days in advance of a scheduled application of a pesticide. If special circumstances (for example, a health threat that requires immediate application) prevent notice from being provided in advance of the application, the district shall provide notice of the application as soon as possible, including the reason why advance notice could not be provided.

This notice procedure does not apply to the application of disinfectants, sanitizers, germicides, or anti-microbial agents.

LEGAL REFS: O.A.C. 901:5-11-15

Adopted: \_\_\_\_\_, 2011

### **HAND WASHING**

Hand washing is one of the most important practices to prevent the spread of sickness and disease and that this practice should be reinforced in the school environment for both children and adults.

Students and staff members shall be instructed to wash their hands with soap and water for at least 20 seconds:

- After using the rest room
- After playing/working outside
- When their hands look dirty
- Before and after eating or handling food
- After sneezing, coughing, or blowing their noses
- After handling animals
- When taking care of someone who is sick
- After emptying the trash
- After touching chemicals or strong cleansers
- After gym class or athletic practices or games
- Other times as deemed necessary by the building principal or teacher

LEGAL REFS: O.A.C. §3701-54-09(M)(10)

Adopted: \_\_\_\_\_, 2009

**NO IDLING**

The unnecessary idling of diesel engines may be a source of harm to the environment and to human beings, and wastes the limited natural and financial resources available to the Board of Education.

Drivers of diesel engine-vehicles owned by or operated on behalf of the Board, including school buses, shall minimize the amount of time that engines are left idling. Unless the operation of a wheelchair lift is required, diesel engine-vehicles shall not be left idling in a school loading zone in excess of five (5) minutes.

LEGAL REFS: O.A.C. §3301-83-20(O)

Adopted: \_\_\_\_\_, 2009

**HEALTH AND SAFETY IN SCHOOL BUILDINGS**

The Board directs the Superintendent to periodically review the policies and procedures of the Board to ensure that students, employees, and other persons using District buildings are safe from any known hazards in the buildings or on the building grounds that, in the judgment of the Superintendent, pose an immediate risk to health or safety. The Superintendent shall further ensure that the policies and procedures of the Board comply with all federal laws and regulations regarding health and safety applicable to school buildings.

LEGAL REFS: O.R.C. §3313.86

Adopted: \_\_\_\_\_, 2009

### **ELIGIBILITY FOR FREE OR REDUCED PRICE MEALS OR FREE MILK**

After the District is notified that its criteria for determining the eligibility of children for free and reduced price meals and for free milk have been approved by the state, the District shall publicly announce such criteria. The announcement shall be made at the beginning of each school year or, if notice of approval is given thereafter, within ten days after the notice is received. The public announcement of such criteria shall include a letter or notice and application distributed on or about the beginning of each school year to the parents of all children in attendance at school.

On or about the beginning of each school year, a public release, containing the same information supplied to parents, and including both free and reduced price eligibility criteria, shall be provided to the informational media, the local unemployment office, and to any major employers contemplating large layoffs in the area from which the school draws its attendance. Copies of the public release shall be made available upon request to any interested persons. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced.

### **Appealing an Eligibility Determination**

A determination of a student's eligibility for free or reduced price meals or free milk ("benefits") shall be made in accordance with the criteria established by the National School Lunch Program, School Breakfast Program, and the Special Milk Program. A student or his/her legal guardian (hereinafter "student") may appeal the District's decision with respect to an application for benefits by notifying the student's building principal. Should an appeal be made, a hearing shall be held.

### **Hearing Procedure**

Both the student and the District shall have an opportunity to be assisted or represented by an attorney or other person, and an opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal.

The hearing shall be held with reasonable promptness and convenience, and adequate notice shall be given as to the time and place of the hearing. The student may present oral or documentary evidence and arguments supporting a position without undue interference. The student may question or refute any testimony or other evidence and confront and cross-examine any adverse witnesses.

The hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previously held conference. The decision of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record. The parties concerned and any designated representative shall be notified in writing of the decision of the hearing official. A written record shall be prepared with respect to each hearing, which shall include the challenge or the decision under appeal, any



documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefor, and a copy of the notification to the parties concerned of the decision of the hearing official.

The written record of each hearing shall be preserved for a period of three (3) years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during that period.

#### Continuation of Benefits

When a student disagrees with an adverse action which affects his/her benefits and requests a hearing, benefits shall be continued as follows while the student awaits the hearing and decision:

1. Students who have been approved for benefits and who are subject to a reduction or termination of benefits later in the same school year shall receive continued benefits if they appeal the adverse action within the ten (10) day advance notice period; and
2. Students who are denied benefits upon application shall not receive benefits.

LEGAL REFS: 7 C.F.R. §245.7

Adopted: September 20, 2017

## **CROWDFUNDING**

Crowdfunding is the practice of funding a project, cause, or purchase through the solicitation of monetary donations from the public at large over the internet. The following rules and procedures apply when crowdfunding is used for the intended purpose of providing a benefit to the District, its students, or its employees acting in their capacity as employees. Failure to comply with this Board Policy may result in the cancellation of the crowdfunding practice, rejection of the crowdfunded donation(s), civil prosecution, and/or the implementation of professional discipline, including termination.

### **Approval of Crowdfunding Solicitations**

Crowdfunding solicitations must receive the prior written approval of the District Superintendent. Pre-approval may be granted upon the submission of the following information to the District Superintendent:

1. A copy of the actual crowdfunding solicitation intended to be used.
2. The name of the crowdfunding platform (website) to be used, and a copy of the platform's pricing and fee structure.
3. The beginning and ending dates during which crowdfunding shall occur, or the dollar amount that, if reached, will result in the closure of the crowdfunding campaign.
4. The name, address, telephone number, and personal email address for every individual who will administrate the crowdfunding campaign.
5. A statement of the purpose for which the crowdfunding campaign is undertaken, including an identification of the specific goods or services that the employee desires for the Board to purchase with the donated money.
6. A statement describing the contingency plan for use of crowdfunded moneys, if the money raised through crowdfunding is insufficient to purchase the desired goods or services.

### **Acceptance of Money, Goods, and Services**

All money, goods, and services obtained through crowdfunding and received by the District or intended to benefit the District, its students, or employees acting in their capacity as employees, shall become the property of the District, if authorized by the Board of Education. No money, goods, or services derived from crowdfunding sources shall be permitted for use in the District by students or employees unless and until their acceptance has been authorized by the Board of Education.

### Receipt of Money, Goods, and Services

The District Treasurer shall be the custodian of all money and goods received from crowdfunding sources. All money and goods shall be inventoried, and all money shall be deposited into the appropriate District fund upon authorization from the Board of Education.

### Use of District Resources and Intellectual Property

District-owned technology, District-operated websites, and District-supplied email accounts shall not be used to engage in crowdfunding activities without the prior written approval of the District Superintendent. District-supplied email accounts shall not be targeted for crowdfunding solicitations.

Crowdfunding solicitations shall not use the District's name, logo, motto, mascot, or associated identifying marks or colors, or any District-owned intellectual property without the prior written consent of the District Superintendent.

### Compliance with Law and District Board Policy

Crowdfunding must comply with all duly adopted policies of the Board, and all applicable state and federal laws, as well as all local ordinances and regulations. Crowdfunding campaigns must comply with all applicable IRS regulations.

### Ethical Limitations

District employees shall not use crowdfunding to knowingly solicit or accept any compensation to perform their required official duties or to supplement their compensation as employees of the District.

### Student Confidentiality

Crowdfunding solicitations shall not use personally identifiable student information as defined under FERPA, information from a student's Section 504 Plan, student information covered by the IDEA, or directory information as that term is defined under District Board Policy, without the prior written approval of the District Superintendent.

LEGAL REFS: O.R.C. §§2921.43; 3313.51

Adopted: March 15, 2017

### **STUDENT MEAL CHARGES**

The Board desires to allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the District's food service account. This policy sets forth how the District will handle situations where children eligible to receive free or reduced price meals do not have money in their account or in hand to cover the cost of their meal at the time of service.

Students may charge any combination of meals up to a negative balance of \$ \_\_\_\_\_. When a negative balance of \$\_\_\_\_\_ is reached, the parents/guardians/custodians of the student will be contacted by the District and an alternative meal and milk will be provided to the student until the entire negative balance is paid in full. With the exception of milk, students may only purchase snack or a la carte items with cash if they have a positive account balance.

The District shall communicate regularly with the parents of students regarding collection of a negative meal balance of \$ \_\_\_\_\_ or more. If a negative balance remains unpaid for four weeks or more, the Board reserves the right to take legal action to collect on the debt.

This policy is to be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. A copy of this policy shall also be provided to all District staff responsible for its enforcement.

LEGAL REFS: *Unpaid Meal Charges: Local Meal Charge Policies*, United States Department of Agriculture, SP 46-2017.

Adopted: September 20, 2017

**BOARD OF EDUCATION**  
**POLICIES**

**CHAPTER XI**  
**JOB DESCRIPTIONS**

---

### **JOB DESCRIPTION – ASSISTANT SUPERINTENDENT**

**Title:** Assistant Superintendent

**Reports To:** Superintendent

**Job Objectives:** To aid and assist the Superintendent in all aspects of the administration of the Lexington Local School District.

#### **General Qualifications**

The Assistant Superintendent shall have earned a master's degree or higher from an accredited university with a strong major in educational administration and supervision. He/she shall have had at least five (5) years of successful school experience, a portion of which must have been either in a supervisory or administrative capacity as a superintendent of schools, assistant superintendent, or principal. He/she shall possess a superintendent's certificate which is valid in the state of Ohio.

#### **Appointment**

The Board of Education shall appoint the assistant superintendent upon the recommendation of the Superintendent in accordance with the laws of the state of Ohio.

#### **Contract**

The assistant superintendent shall be appointed for a term of not to exceed five (5) years. The contract shall run from August 1 to July 31 during the term of his/her tenure.

#### **Salary**

The Board of Education shall establish the salary of the assistant superintendent in accordance with the administrative salary schedule in effect at the time of his/her appointment.

#### **Evaluation**

The assistant superintendent shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

#### **Essential Performance Responsibilities**

The assistant superintendent shall serve as an executive officer of the Board of Education. In the absence or incapacity of the Superintendent, he/she shall assume all duties, obligations, and responsibilities of that office.

His/her specific duties shall include:

- Develop administrative principles and procedures for implementing Board policies within the department.
- Provide for continuous appraisal of the departments and the services provided.
- Keep the Superintendent completely informed regarding the staff and activities thereof.
- Aid and assist in the preparation of the annual school budget.
- Evaluate all requisitions submitted by the departments and present those approved to the Superintendent.
- Prepare and transmit to the Superintendent, State Department of Education, ESC Superintendent, or ESC Governing Board, any and all abstracts, reports, forms, etc., which they may require.
- Annually verify the training, experience and classification of each non-certificated employee. He/she shall inform the Treasurer as to the salary to be paid in accordance with the adopted salary schedule.
- Supervise the preparation of payrolls as directed by the Treasurer.
- Advise the Board in negotiations with employee groups and make recommendations regarding them to the Board of Education.
- Recommend employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the Board and the laws of the state.
- Assign non-certificated personnel directly or through the department heads.
- Evaluate and appraise each employee and make periodic reports of his/her evaluation or appraisal to the Superintendent.
- Responsibility for federal funds:
  - Be the official school representative in all matters regarding federal funds and programs.
  - Prepare and transmit to the proper authorities, all applications, reports, and evaluations required.

- Continually evaluate the various programs and inform the Superintendent and Board of the progress.
- Serve as director of all centralized purchasing for the district.
- Be director of all programs for disabled students in the district. He/she shall supervise all of these programs, prepare reports, evaluations, and be the official school representative in all matters concerning programs for students with disabilities.
- Be the director of all annual progress and assessment reports for the district. He/she shall supervise the preparation, publication, and distribution of these reports.
- Perform such other duties as the Superintendent or Board of Education may direct.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.



### **JOB DESCRIPTION – TECHNOLOGY DIRECTOR**

**Title:** Technology Director

**Reports To:** Superintendent

**Job Objectives:** To assist in the development, implementation, and evaluation of the long-range technology plan and curriculum designs; to evaluate information processing activities and curriculum programs of the district; to ensure that district faculty, staff, and administration are trained in relevant computer applications and aware of emerging technology as it applies to the educational environment; to assist in development, implementation, and evaluation of curriculum changes and instructional strategies; to work collaboratively with community, business and other educational institutions; to maintain and enhance professional skills and competency in technology and curriculum.

#### **General Qualifications**

- Master's degree in supervision/administration in education or equivalent;
- Demonstrates competency in technology;
- Strong interpersonal and communications skills;
- Has experience in designing and implementing staff development;
- Has experience in curriculum development and implementation;
- Has a working knowledge of integrating technology in the curriculum.

#### **Essential Performance Responsibilities**

- Facilitate the work of the technology committee.
- Responsible for coordination and implementation of technology plan
- Formulate recommendations of hardware, software, and infrastructure needs.
- Determine appropriate use of technology to enhance curriculum development and delivery.
- Develop and coordinate staff training and inservice.
- Develop and coordinate bid packaging and purchases.

- Develop and coordinate collaborative activities with businesses, other educational institutions, private organizations, and Lexington community.
- Write proposals for additional technology funding.
- Satisfy the district's needs in meeting state requirements and opportunities related to technology.
- Maintain equipment inventory and oversee maintenance and repair of equipment.
- Perform such other duties as the Superintendent or Board of Election may direct.

#### Terms of Employment

Eleven (11) month contract.

#### Evaluation

The technology director shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

**JOB DESCRIPTION – TECHNOLOGY SYSTEMS MANAGER AND  
ASSISTANT TECH DIRECTOR**

- Title:** Technology Systems Manager and Assistant Tech Director
- Reports To:** Technology Director
- Job Objectives:** Under the direction of the technology director, this person will assist in the integration of the LAN/WAN technology.

**General Qualifications**

- Experience with DOS and Windows.
- Experience with Windows NT operating system preferred and migrating to Windows 2000 server.
- Familiarity with WinXP operating system.

**Salary**

Teacher base and steps.

**Extended Days**

Twenty (20) days extended duty and pay during summer months.

**Essential Performance Responsibilities**

- Assist in the setup and maintenance of technologies throughout the district.
- Responsible for the implementation, understanding and management of the district's network. This includes managing the servers, backup servers, loading network programs, print server operations, virus updates, etc.
- Responsible for assisting in the LAN/WAN integration.
- Responsible for assisting in maintaining documentation of inventory of equipment in an access database.
- Assist in the setup of technology equipment. This includes printers, computers, scanners, projectors, and other related equipment.

- Manage the student volunteer help during the school year. Teaching these students how to fix equipment in the schools.
- Responsible for assisting with, and maintaining documentation of, a “Help Desk” that supports the technologies.
- Responsible for assisting in maintaining accurate records of IP addresses for the district.
- Responsible for gaining knowledge of software programs to install and assist in upgrading at the district level.
- Assist with staff development programs and adult computer classes.
- Work with the technology committees as needed on sub-committees.
- Assist in technology-related grant applications.
- Attend appropriate meetings.
- Attend workshops to increase knowledge base for the IT department.
- Perform other duties as assigned by the technology director.

#### Evaluation

The performance of this position will be evaluated according to Ohio law.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.

- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – HIGH SCHOOL PRINCIPAL**

**Title:** High School Principal

**Reports To:** Superintendent

**Job Objectives:** By use of leadership, supervisory and administrative skills, manage the high school so as to promote the educational goals and mission of the district.

#### **General Qualifications**

The principal shall hold at least a master's degree from an accredited university with some training in school administration. The high school principal shall possess a valid Ohio certificate/license in school administration and shall have at least five (5) years of successful teaching experience on the appropriate level.

#### **Appointment**

The principal shall be appointed by the Board of Education only upon nomination and recommendation of the Superintendent. He/she shall be appointed for a period of not less than two (2) years during his/her initial appointment. His/her assignment shall run from August 1 to June 30 inclusive, or such other term as may be decided by the Superintendent or Board of Education.

#### **Personal Qualifications**

The principal shall:

- Have demonstrated his/her ability to develop good working relationships with other professional staff members.
- Possess the qualities of flexibility in his/her dealings with students, teachers, parents and other members of the community.
- Be able to make good decisions after carefully securing and weighing all the facts available.
- Be able to organize both his/her efforts and those of others.
- Accept and provide for shared responsibility in the decision-making role of the school's total program.

#### **Essential Performance Responsibilities**

The principal shall:

- Be responsible to the Superintendent for coordinating and directing all services under his/her supervision.
- Be responsible for the total financial needs of the instructional services in terms of preparing budgets, and approving requisitions.
- Work cooperatively with the Superintendent and the Treasurer in preparing the annual appropriation resume for the school district.
- Be in continuous touch with instructional innovations on the state and national level.
- Be responsible for all local and state reports for the building.
- Be responsible for assisting in the development of the several curricula and in planning and adopting the courses of study to the needs and interests of the students.
- Be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
- Take an active interest in local, state and national professional organizations in order to promote professional improvement and render greater service.
- Work with the Superintendent in the assignment of teacher personnel and interviewing and recommending new personnel within the building.
- Constantly appraise and evaluate the instructional program.
- Constantly appraise and evaluate the staff members in the building and make periodic reports of his/her evaluation or appraisal to the Superintendent.
- Be responsible for the classification, promotion, or retention of students within the building.
- Be present at all regular meetings of the Board of Education.
- Be instrumental in developing and formulating school policy.
- Be concerned with the welfare and organization of the school plant and facilities and the organization of the school for its effective operation.
- Be able to establish both short and long range goals for the various duties he/she is to perform and be able to see them through to conclusion.
- Perform such other duties as may be directed by the Superintendent and/or Board of Education.



### Evaluation

The principal shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – ASSISTANT PRINCIPAL**

**Title:** Assistant Principal

**Reports To:** Principal

**Job Objectives:** Assists the principal in managing the high school so as to promote the educational goals and mission of the district.

#### **General Qualifications**

The assistant principal shall have:

- A teaching certificate/license valid in any secondary school.
- Three (3) years of successful teaching experience in an accredited secondary school.
- A master's degree, including, or in excess of, the requirements for the degree in an approved college or university, including at least one (1) course in each of the following areas:
  - General or secondary administration;
  - General or secondary supervision of instruction;
  - General or secondary school curriculum;
  - Guidance;
  - Social, philosophical, or psychological foundations; and
  - Research and/or evaluation.

#### **Personal Qualifications**

The assistant principal shall:

- Demonstrate an ability to develop good working relationships with other professional staff members.
- Possess the qualities of flexibility in dealing with students, teachers, parents, and other members of the community.
- Be able to make good decisions after carefully securing and weighing all the facts available.

- Be able to organize both his/her efforts and those of others.
- Accept and provide for shared responsibility in the decision-making role of the school's total program.

### Appointment

This assistant principal shall be appointed by the Board of Education upon the recommendation and nomination of the Superintendent and building principal involved. He/she shall be appointed initially for a two (2) year period on a limited contract. His/her assignment shall run from August 1 to June 30 inclusive, or such other term as may be decided by the Board of Education.

### Essential Performance Responsibilities

The assistant principal shall:

- Be responsible for the school during the absence of the principal.
- Be the primary disciplinarian following the guidelines established by the administration and Board of Education.
- Be the attendance officer and shall deal with the most difficult attendance problems.
- Be responsible for the supervision of school grounds including the cafeteria and parking lots.
- Be on duty in the absence of the principal for all major sports functions and in attendance at other times.
- Coordinate all extra-curricular activities, dances, plays, concerts, etc.
- See to it that faculty members are present at events specifically limited to students.
- Evaluate student organizations and their sponsors on a regular basis.
- Schedule and conduct fire, tornado, and safety drills.
- Coordinate Student Government Day with the government teachers.
- Coordinate communications with Pioneer J.V.S.
- Be the primary liaison with the juvenile court.
- Be responsible for the distribution of lockers.

- Be responsible for student drivers and regulations for students who drive.
- See to it that facilities are ready for all convocations, pep assemblies, etc.
- Organize with the principal, commencement.
- Work with the principal in the supervision and evaluation of teachers.
- Work with the principal in the area of curriculum development.
- Assist in establishing the yearly class schedule.
- Cooperate with the teacher staff and principal in setting and administering school policies.
- Perform other duties as assigned by the principal, Superintendent, or Board of Education.

NOTE: Because duties can and do change at the discretion of the principal, specific accountability in tasks such as curriculum, teacher appraisal, scheduling, etc. cannot always be listed.

#### Evaluation

The assistant principal shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – ASSISTANT PRINCIPAL**

**Title:** Assistant Principal

**Reports To:** Principal

**Job Objectives:** Assists the principal in managing the high school so as to promote the educational goals and mission of the district.

#### **General Qualifications**

The assistant principal shall have:

- A teaching certificate/license valid in any secondary school.
- Three (3) years of successful teaching experience in an accredited secondary school.
- A master's degree, including, or in excess of, the requirements for the degree in an approved college or university, including at least one (1) course in each of the following areas:
  - General or secondary administration;
  - General or secondary supervision of instruction;
  - General or secondary school curriculum;
  - Guidance;
  - Social, philosophical, or psychological foundations; and
  - Research and/or evaluation.\*

\*NOTE: A candidate for this assistant principalship who has not completed the above requirements is eligible for processing provided he/she can show satisfactory progress toward completing these requirements.

#### **Personal Qualifications**

The assistant principal shall:

- Demonstrate an ability to develop good working relationships with other professional staff members.

- Possess the qualities of flexibility in dealing with students, teachers, parents, and other members of the community.
- Be able to make good decisions after carefully securing and weighing all the facts available.
- Be able to organize both his/her efforts and those of others.
- Accept and provide for shared responsibility in the decision-making role of the school's total program.

#### Appointment

This assistant principal shall be appointed by the Board of Education upon the recommendation and nomination of the Superintendent and building principal involved. He/she shall be appointed initially for a two (2) year period on a limited contract. His/her assignment shall run from August 1 to June 30 inclusive, or such other term as may be decided by the Board of Education.

#### Essential Performance Responsibilities

The assistant principal shall:

- Be responsible for the school during the absence of the principal and the assistant principal.
- Be the primary disciplinarian following the guidelines established by the administration and Board of Education.
- Be the primary attendance officer.
- Assist in the general supervision of students during the school day, including the cafeteria and school grounds.
- Be on duty for all major functions in the absence of the principal and assistant principal and in attendance at other times.
- Assist in seeing that faculty members are present at events specifically limited to students.
- Assist in the supervision of extra-curricular activities.
- Organize with the principal, commencement.
- Work with the principal in the supervision and evaluation of teachers.
- Work with the principal in the area of curriculum development.

- Assist in establishing the yearly class schedule.
- Cooperate with the teaching staff and principal in setting and administering school policies.
- Perform other duties as assigned by the principal, Superintendent or Board of Education.

NOTE: Because duties can and do change at the discretion of the principal, specific accountability in tasks such as curriculum, teacher appraisal, scheduling, etc. cannot always be listed.

#### Evaluation

The assistant principal shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.



### **JOB DESCRIPTION – DEAN OF STUDENTS**

**Title:** Dean of Students

**Reports To:** Principal

**Job Objectives:** The dean of students is a full-time, two hundred twenty-one (221) days a year administrative/supervisory position. The dean of students shall have the general overall authority under the immediate supervision of the high school principal to supervise, evaluate, assign, and discipline employees and students consistent with the provisions of all collective bargaining agreements and the Ohio Revised Code and to effectively recommend the adjustment of grievances. This position requires the use of independent judgment and discretion.

#### **General Qualifications**

The dean of students shall:

- Demonstrate an ability to develop good working relationships with other school employees.
- Possess the qualities to be professional, courteous, flexible in dealing with students, parents, school employees, and all others with whom he/she comes in contact.
- Be able to make sound, common sense decisions after carefully securing and weighing all available facts.
- Be well organized, thorough and efficient in the completion of all assigned duties.
- Be able to communicate clearly, concisely, and effectively in spoken and written communication.
- Have integrity, sincerity, honesty, and a devotion to serving students but interests which meet or exceed the expectation of the building principal, Superintendent, assistant superintendent, and Board of Education.

#### **Certification/Licensure Requirements**

None.

Essential Performance Responsibilities (Dean of Students A-K and L-Z)

There shall be two (2) dean of student positions designated A-K and L-Z. In addition to the general authority listed above, the positions shall have the following specific duties:

- Work professionally, cooperatively and effectively with the guidance counselors and administration in meeting the needs of the students as is appropriate, necessary and legal within the realm of school related issues/situations.
- Work with all administrators in the establishment and implementation of all school policies, rules and procedures.
- Work with building principals, Superintendent, assistant superintendent and technology director and staff in the appropriate utilization and integration of technology throughout the school.
- Enforce all discipline and attendance rules fairly and consistently.
- Assume supervision responsibilities in the hallways, cafeteria, parking lots and school grounds.
- Be “on duty” at all major co-curricular activities and in attendance at all other activities in accordance with a schedule made weekly by the administrative team.
- Assist the counselors with the organization and administration of tests originating from their office.
- Assist the principal, counselors, and teachers with the annual academic awards program.
- Assist the principal/counselors with the organization of graduation.
- Serve as an observer and evaluator of any employee at the direction of the high school principal. Be in classes informally as much as possible and formally as scheduled.
- Work with the principal and the instructional staff with curriculum development.
- With the principal, monitor the implementation and consistent use of all North Central Association (NCA) goals/CIP plan(s)/goal(s).
- Responsible for supervision of the school grounds and facilities before, during and after school hours as assigned.
- Coordinate and be responsible for efficient, effective and timely communications with Pioneer Career and Technology Center and the Lexington students attending PCTC and their parents.

- Be the primary liaison with the juvenile court.
- Assist the building principal in the development of the master schedule.
- Responsible for all custody and residency questions.
- Organize and supervise drug education prevention program.
- Perform such other administrative duties as are assigned from time to time.

Essential Performance Responsibilities (Dean of Students A-K)

The dean of students A-K shall have the following specific duties:

- Responsible for discipline and attendance for all students whose last name begins with the letters A-K.
- Supervise the administration of the 9<sup>th</sup> and 12<sup>th</sup> grade proficiency tests.
  - Organize the test administration.
  - Arrange for test monitors.
  - With the principal, organize the tutoring program including the hiring of tutors.
  - Arrange for tests to be returned to the testing center by deadline dates.
  - With the principal, get results back to students in a timely and confidential fashion.
- Be the liaison between the school and the juvenile court. Attend all truancy advisory committee meetings as called by the court.
- Responsible for all car registration, sale and distribution of parking tags to seniors.
- Enforcement of all parking lot rules and regulations.
- Secure, schedule and pay Friday school help.
- Secure and pay teachers who cover a class during their conference period when substitute teachers are not available.
- Organize, with advisors, the homecoming and senior talent show assemblies.

- Recruit and supervise students to maintain the inside/outside sign boards and update the calendar in the cafeteria.
- Supervise the driver's education program.
  - Advertise and conduct sign-up meeting.
  - Distribute and collect registration material and fee money.
  - Give class roster to secretary to be typed.
  - Meet with class on first day to discuss expectations.
- Organize and supervise the freshmen hearing and vision screening.
- Maintain and keep current all textbook inventories. Working with teachers, establish fines for damaged books and replacement costs for lost books.
- Supervise weekly Wednesday tardy detentions.
  - Keep an accurate record of student attendance at detention sessions.
- Supervise the underclassmen school pictures and the senior class group picture.
  - Work with the A.D. in scheduling a date each year.
  - Announce and distribute all picture order information.
- Make out rest room assignment list, grade distribution list, class advisor list, etc.
- Serve as the school administrative representative to the music booster club.

Essential Performance Responsibilities (Dean of Students L-Z)

The dean of students L-Z shall have the following specific duties:

- Responsible for discipline and attendance for all students whose last name begins with the letters L-Z.
- Supervise the special education program in the building.
  - Member of the MFE Team.
  - Member of the IEP Team.

- Consultant for special education teachers.
- Contact person for parents with concerns.
- Arrange class coverage for regular education/special education teachers to attend IEP meetings.
- Contact person for PCTC special education department.
- Member of intervention assistance team (IAT). Be in attendance at all IAT meetings, usually one (1) per week.
- Supervise building key distribution including the return when teachers leave/retire. Work with the A.D. in the distribution of keys for coaches.
- Distribute to and collect financial reports from all club advisors who conduct fund raisers. Work with the A.D. in the scheduling of all fund raisers.
- Check in and deliver to teachers' rooms all purchase orders received during the summer months.
- Schedule and conduct fire, tornado and school safety drills.
- Work with the activities director and the stage manager, supervise the set-up for all events scheduled. These would include building rental activities as well as regular school events.
- Schedule, organize and promote bloodmobile visits to LHS. The visits are in the fall and spring.
- Conduct all school wide elections, i.e. homecoming, student council and class elections.
- Work with counselors in approving home instruction tutoring for students who will be absent ten (10) or more consecutive days.
- Approve student activity signs or any other signs to be displayed in the halls.
- Supervise and evaluate all club and activity advisors/coaches and their activity related events/activities.
- Figure and maintain high school attendance statistics by grade period.
- Responsible for high school united way drive.

- Meet monthly with student Board of Education representative.
  - With the A.D., identify the events to be placed in the monthly student report to the Board.
- Supervise the early dismissal program.
  - Distribute permission forms – 1<sup>st</sup> day, 1<sup>st</sup> day, 2<sup>nd</sup> semester.
  - Monitor grades by 6 weeks.
- Serve as the school administrative representative to the athletic booster club.
- Enforcement of all parking lot rules and regulations.

#### Evaluation

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – JUNIOR HIGH PRINCIPAL**

**Title:** Junior High Principal

**Reports To:** Superintendent

**Job Objectives:** By use of leadership, supervisory and administrative skills, manage the junior high school so as to promote the educational goals and mission of the district.

#### **General Qualifications**

The junior high principal shall hold at least a master's degree from an accredited university with some training in school administration. The principal shall possess a valid Ohio certificate/license of the provisional type or better and shall have had at least three (3) to five (5) years of successful teaching and/or administrative experience on the appropriate level.

#### **Appointment**

The principal shall be appointed by the Board of Education only upon the nomination and recommendation of the Superintendent. The appointment shall be for a period not to exceed five (5) years on a limited contract.

#### **Essential Performance Responsibilities**

The principal shall:

- Be responsible to the Superintendent for all organization, administration, and supervision within the building.
- Keep the Superintendent completely informed regarding the condition of the school and the activities therein.
- Work cooperatively with the teaching staff for the best interests of the students.
- Be responsible for assisting in the development of the several curricula and in planning and adapting the courses of study to the needs and interests of the students.
- Be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
- Take an active interest in local, state and national professional improvement.
- Work with the Superintendent in the assignment of teacher personnel within the building.



- See that each staff member has an equitable amount of class and extra assignments in the regular daily schedule.
- Be responsible for the classification, promotion, or retention of students within the building.
- Constantly appraise and evaluate the instructional program.
- Oversee the attendance, conduct, and health of the pupils.
- Be responsible for the following: fire drills, tornado drills, school safety drills, school enterprises and activities, parent-school relationships, teachers' meetings, school exhibits, cafeteria, athletics, and non-employee relationships.
- Be responsible for organizing the noon activities in the best interest of the students.
- Evaluate and appraise each teacher through actual classroom visitations and observations and make periodic reports of the evaluation or appraisal to the Superintendent.
- Be present at all regular meetings of the Board of Education.
- Prepare a payroll at the end of each calendar month (September through June) and submit it in duplicate to the Superintendent.
- Work with the director of transportation in setting up school bus safety programs.
- Serve as custodian of all accounts under his/her jurisdiction in the school fund.
- Perform such other duties as may be directed by the Superintendent and/or Board of Education.

#### Evaluation

The principal shall be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.

- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – ELEMENTARY PRINCIPAL**

**Title:** Elementary Principal

**Reports To:** Superintendent

**Job Objectives:** By use of leadership, supervisory and administrative skills, manage the building to which he/she is assigned so as to promote the educational goals and mission of the district.

#### **General Qualifications**

The elementary principal shall hold at least a master's degree from an accredited university with some training in school administration. The principal shall possess a valid Ohio certificate/license of the provisional type or better and shall have had at least three (3) to five (5) years of successful teaching and/or administrative experience on the appropriate level.

#### **Appointment**

The principal shall be appointed by the Board of Education only upon the nomination and recommendation of the Superintendent. The appointment shall be for a period not to exceed five (5) years on a limited contract.

#### **Essential Performance Responsibilities**

The principal shall:

- Be responsible to the Superintendent for coordinating and directing all services under the elementary principal's supervision.
- Be responsible for preparing building budgets and approving requisitions.
- Be informed of instructional innovations. (State and local meetings, professional magazines, etc.)
- Be responsible for local and state reports for the building.
- Be involved in curriculum development and planning.
- Be involved in development and planning courses of study.
- Be responsible for maintaining good public relations.
- Take part in professional organizations to promote professional improvement.

- Work with the Superintendent in the hiring of teacher personnel.
- Appraise and evaluate the instructional program.
- Appraise and evaluate staff members and make periodic reports of evaluations and appraisals to the Superintendent.
- Be responsible for classification, promotion, and retention of students within the building.
- Attend meetings of the Board of Education.
- Be instrumental in developing and formulating building and district policy.
- Be concerned with the welfare and organization of school plant and facilities and the organization of the school for effective operation.
- Establish short and long range goals for administrative duties and follow them through to conclusion.
- Schedule and conduct fire, tornado, and safety drills.
- Establish yearly class assignments.
- Be responsible for organizing and supplying materials for the student testing program.
- Be responsible for early entrance testing for kindergarten and first grade.
- Be responsible for assignment of supervision of school grounds including playground and cafeteria.
- Be responsible for kindergarten registration
- Be involved in evaluation and placement of students in special class assignments. (Placement chairperson for building.)
- Be responsible for coordinating and working with the ESC office personnel.
- Be responsible for the transfer of student records to the building at the next instructional level.
- Promote teacher interaction among buildings to facilitate the transition of students between instructional levels.

- Perform such duties as may be directed by the Superintendent and/or Board of Education.

#### Evaluation

The principal shall be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – TEACHER**

**Title:** Teacher

**Reports To:** The building principal

**Job Objectives:** To instruct and guide students in developing skills and learning information that contributes to their intellectual, emotional, and psychological growth.

#### **General Qualifications**

The teacher shall hold a valid Ohio educator license/certificate in the relevant subject area(s).

#### **Essential Performance Responsibilities**

- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Maintains effective and efficient record keeping procedures.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborates with peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Establishes and maintains cooperative working relationships with students, parents, and staff.
- Participates in training and presentations.

- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Performs other duties and responsibilities as assigned by the building principal.

### Evaluation

The teacher shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of certified staff and/or any applicable collective bargaining agreement.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

Adopted: \_\_\_\_\_, 2009

### **JOB DESCRIPTION-HIGH SCHOOL GUIDANCE COUNSELOR**

**Title:** High School Guidance Counselor

**Reports to:** High School Principal, Superintendent of Schools

**Job Objectives:** The guidance counselor initially works under the direct supervision of the high school principal. The guidance counselor helps students evaluate their abilities, interests, talents, and personalities to develop realistic academic and career goals. The guidance counselor advises students regarding college majors, admission requirements, entrance exams, financial aid, trade or technical schools, and apprenticeship programs. He/She consults and collaborates with parents, teachers, school administrators, school psychologists, medical professionals, and social workers to develop and implement strategies to help students succeed. The guidance counselor helps students to understand and deal with social, behavioral, and personal problems and works with other individuals and organizations to promote the academic, career, personal, and social development of students.

#### General Qualifications

The high school guidance counselor shall hold a current Ohio certificate for school counselor.

#### Essential Performance Responsibilities

The guidance counselor shall have the following specific duties:

- Plans and implements a balanced comprehensive developmental guidance and counseling program.
- Evaluates and promotes continuous improvement of a balanced comprehensive developmental guidance and counseling program.
- Promotes the balanced provision of program content areas (self-confidence development; motivation to achieve; decision-making, goal-setting, planning, and problem-solving skills; interpersonal effectiveness, communication skills, cross-cultural effectiveness; and responsible behavior).
- Collaborates with school personnel, students, parents, and the community to plan, implement, evaluate, and promote continuous improvement of a developmental guidance and counseling program.



- Involves students, teachers, parents and others to promote effective implementation of the guidance curriculum.
- Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own educational development including provision of information regarding post-secondary opportunities.
- Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own career development.
- Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage a student's own personal and social development.
- Uses accepted theories and effective techniques to promote the career, educational, personal, and social development of students.
- Uses accepted theories and effective techniques to provide individual and group developmental, preventive, remedial, and/or crisis counseling.
- Uses accepted theories and effective techniques to provide group developmental, preventive, remedial, and/or crisis counseling.
- Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success.
- Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.
- Collaboratively provides professional expertise to advocate for individual students and specific groups of students.
- Coordinate people and other resources in the school, home, and community to promote student success.
- Uses an effective process when referring students, parents, and/or others to special programs and services.
- Demonstrate an ability to develop good working relationships with other school employees.
- Possesses the qualities to be professional, courteous, and flexible in dealing with students.

- Be able to make sound, common sense decisions after carefully securing and weighing all available facts.
- Be well organized, thorough and efficient in the completion of all assigned duties.
- Be able to communicate clearly, concisely, and effectively in spoken and written communication.
- Have integrity, sincerity, honesty, and devotion to serving students which meet or exceed the expectations of the building principal, Superintendent, and Board of Education.

#### Evaluation

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of certified personnel and/or any applicable collective bargaining agreement.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in

the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

Adopted: \_\_\_\_\_, 2009

## **JOB DESCRIPTION-JUNIOR HIGH SCHOOL GUIDANCE COUNSELOR**

- Title:** Junior High School Guidance Counselor
- Reports to:** Junior High School Principal, Superintendent of Schools
- Job Objectives:** Counsels with students within the building for purpose of helping each student to better understand themselves and thus enable them to develop their talents to their maximum potential and gain in emotional and social maturity and vocational awareness.

### General Qualifications

The junior high school guidance counselor shall hold a current Ohio certificate/license for school counselor.

### Essential Performance Responsibilities

- Encourage students to evaluate alternatives, formulate realistic goals and become increasingly self-directive; help students understand themselves and enhance positive self-concepts.
- Maintain acceptable non-punitive relationships with students and respect their confidences.
- Maintains a confidential file card for each student recording data and subject of each conference and other pertinent data. (*Under no circumstances is this file made available to other students.*)
- Provides an orientation program for all students new to the building.
- Plan proposed schedules with students in terms of their interest and level of ability.
- Introduces a variety of occupational areas.
- Instructs students in “How to Study,” “Peer Relationships,” “Getting Along With Adults,” and other appropriate developmental areas.
- Takes referrals, administers screening tests, and assists the school psychologist, nurse, administrators, and other personnel whenever possible.
- Provide preventative guidance materials and/or activities for classrooms.

- Counsels with students as referred by their teacher, as requested by the student and on the basis of obvious need.
- Recognizes behavior patterns that may be symptomatic of educational or emotional problems.
- Explores reasons for deviation of behavior in cases which have been referred to the principal for serious disciplinary action.
- Consults with parents and school staff about student's attendance, achievement, and problem areas.
- Maintains and builds an occupational information library, including a minimum number of college and technical school catalogues.
- Acts as consultant for teachers and parents.
- Maintains liaison with community agencies and referral services.
- Conducts, supervises, and interprets the group testing program with the school staff.
- Conducts research projects as requested by the principal and/or the superintendent, such as follow-up studies of former pupils, test results, and so forth.
- Encourage an atmosphere of emotional security and personal growth for children.

### Evaluation

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of certified personnel and/or any applicable collective bargaining agreement.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

Adopted: \_\_\_\_\_, 2009

### **JOB DESCRIPTION-TAG COORDINATOR**

**Title:** Tag (Talented and Gifted) Coordinator

**Reports to:** Building Principal and Superintendent

**Job Objectives:** This person will support the building level administration to ensure that the school operates in accordance with laws, statues, and Board policy related to the state TAG mandate.

This person will plan, organize, communicate, and help coordinate instruction to support district priorities, state and federal law; and design and coordinate professional development related to the education of the building's TAG students.

#### **General Qualifications**

- A minimum of three years of educational experience and current Ohio certificate/license.
- Knowledge of best practices and professional development regarding the gifted.
- Knowledge and experience using data to make decisions about placement, instruction, and appropriate curriculum and programs for the TAG students.
- Excellent interpersonal and communication skills and ability to work cooperatively and harmoniously with staff, students, and parents.
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job.
- Maintain integrity of confidential information relating to students, staff, or district patrons.
- The ability to work harmoniously with others.

#### **Essential Performance Responsibilities**

- Ensure the development and maintenance of a comprehensive, articulated curriculum, instruction, and assessment program for the building in accordance with the district TAG policy.

- Contribute to improvements of school instructional programs for TAG students, including coordinating the planning, development, and implementation of instruction at the appropriate rate and level for each identified TAG student.
- Understand and use state, district, and classroom assessment data to promote differentiation and other effective instructional methods.
- Use state assessment data, district assessment data, classroom assessment data, and other evidence to find TAG students from under-represented populations.
- Communicate with TAG parents and advocate for TAG students.
- Attend district TAG meetings.
- Attend district TAG Coordinator training prior to the start of school.
- Cultivate and model a respectful working and learning environment.

#### Evaluation

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of certified personnel and/or any applicable collective bargaining agreement.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.



- Duties may include working to meet schedules and deadlines.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

Adopted: \_\_\_\_\_, 2009

### **JOB DESCRIPTION – ATHLETIC DIRECTOR – HIGH SCHOOL**

**Title:** Athletic Director – High School

**Reports To:** High School Principal and Superintendent

**Job Objectives:** The athletic director shall have primary responsibility for men’s sports and coordination of the entire high school athletic program as per this job description. The athletic director shall abide by such policies and/or regulations as prescribed by the OHSAA.

#### Essential Performance Responsibilities

##### A. Scheduling

- Be responsible for scheduling the use of facilities for games and/or practices. The schedule for use must be posted and a copy must be given to the assistant high school principal by the beginning of each sport season. A procedure and use policy must be developed with the administration and copies given to all coaches of the same.
- Schedule the following men’s sports:
  - Varsity football.
  - Reserve football.
  - Freshman football.
  - Cross Country.
  - Golf.
  - Varsity wrestling.
  - Reserve wrestling.
  - Varsity basketball.
  - Reserve basketball.
  - Freshman basketball.
  - Varsity track.
  - Reserve track.
  - Freshman track.
  - Varsity and reserve tennis.
  - Varsity baseball.
  - Reserve baseball.
  - Freshman baseball.
  - Any other sport program to be developed in the future.

B. Officials

- Hire all officials for high school contests except those assigned by the league commissioner (if a member).
- Provide good school-official relationships.
- Pay officials for services rendered.

C. Transportation

- Arrange team transportation for all men's high school athletic contests.

D. Game Responsibilities

- Arrange for public address system for all basketball and football games and wrestling matches, including personnel to operate same.
- Secure timers and scorers as needed for all home varsity football and basketball games and wrestling matches.
- Secure individuals to sell and take tickets as well as direct parking and traffic at home varsity football and basketball games and wrestling matches.
- The A.D. has pre-game responsibilities for preparing playing areas.
- He/she will be the faculty representative for all men's events, home and away, and in case of scheduling conflicts where he/she cannot attend an event, he/she will arrange for a faculty representative to be present and will so inform the principal.

E. Equipment Care and Control

- Keep on file a current inventory of all equipment. This information is to be supplied by all head coaches of the various sports. This must be current and is due the athletic director, from each head coach, after the close of each sport season.

F. Budgeting and Financial Responsibility

- Establish an athletic budget for each sport. This is with the cooperation of all head coaches of each sport. This shall be prepared and approved by the athletic board of control prior to June 30 of each school year. A temporary appropriation for a particular sport may be approved after February 1.

- The athletic director, after approval of each budget, may authorize the purchase of materials and equipment. Neither the athletic director nor the coach may exceed the budget without the permission of the athletic control board.
- The athletic director shall approve all bills for payment and submit them to the clerk-custodian for final payment.
- The athletic director shall order all athletic awards in accordance with the policy.

G. Relations with the Athletic Control Board

- Shall act as the executive secretary and treasurer of the board.
- Shall call meetings as prescribed by the board and send to each member an agenda of the regular meetings.
- Perform any other duties as outlined by the athletic control board.

H. Eligibility

- Prepare eligibility lists of all athletic participants and send to schools as required by the OHSAA.
- Be responsible for all weekly eligibility lists.

I. Relationship with Athletic Booster Groups

- Be a liaison with the various booster groups. He/she will attend their meetings to encourage the coordination of their efforts to aid the athletic department.

J. Other Duties

- Attend all league commissioner meetings and banquets, when a member.
- Assist the principal in evaluating present staff and in the recruitment and selection of athletic coaching vacancies.
- Supervise public relations, including press, radio, television, and speeches on interscholastic sports. Assume responsibility for release of major changes of schedules and postponements in football, basketball, and other major sporting events, to all news media.
- Supervise physical examinations and dental protection for all athletes participating in the high school.

- Authorize off-season physical fitness program.
- Make a survey of existing plans for all athletic insurance and present most feasible plans to the administration.
- Supervise or negotiate the football and basketball program promotion. Prepare format, collect advertising fees, secure contracts, secure pictures and lineups. Make weekly changes and supervise sales and collection of all monies.
- Coordinate use of facilities for intramural activities.
- Perform any and other duties related to athletics that may be assigned by the administration and/or Board of Education.

#### Evaluation

The performance of this position will be evaluated according to Ohio law.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

**JOB DESCRIPTION – ASSISTANT ATHLETIC DIRECTOR – HIGH SCHOOL**

**Title:** Assistant Athletic Director – High School

**Reports To:** Athletic Director – High School, High School Principal, and Superintendent

**Job Objectives:** The assistant athletic director shall have primary responsibility for women’s sports. The assistant athletic director shall abide by such policies and/or regulations as prescribed by the OHSAA.

Essential Performance Responsibilities

A. Scheduling

- He/she will cooperate with the athletic director in scheduling of facilities.
- Schedule the following women’s sports:
  - Varsity volleyball and reserve volleyball.
  - Varsity and reserve tennis.
  - Varsity and reserve basketball.
  - Varsity and reserve track.
  - Softball.
  - Any other sport program to be developed in the future.

B. Officials

- Hire all officials for high school contests except those assigned by the Ohio Heartland Conference.
- Provide good school-official relationships.
- Pay officials for services rendered.

C. Transportation

- Arrange team transportation for women’s high school athletic contests.

D. Game Responsibilities

- Arrange for public address system for all basketball and volleyball games and wrestling matches, including personnel to operate same.
- Secure timers and scorers as needed for all home varsity volleyball and basketball games.

- Secure individuals to sell and take tickets as well as direct parking and traffic at home varsity volleyball and basketball games.
- The assistant athletic director has pre-game responsibilities for preparing playing areas. The assistant athletic director will be the faculty representative for all women's events, home and away, and in case of scheduling conflicts where he/she cannot attend an event, he/she will arrange for a faculty representative to be present and will so inform the principal.

E. Relations with the Athletic Control Board

- Shall attend all meetings of the athletic control board and perform any duties as outlined by the athletic control board.

F. Eligibility

- Prepare eligibility lists of all athletic participants and send to schools as required by the OHSAA.
- Be responsible for all weekly eligibility lists.

G. Relationship with the Athletic Booster Groups

- The assistant athletic director will be a liaison with the various booster groups. The assistant will attend their meetings to encourage the coordination of their efforts to aid the athletic department.

H. Other Duties

- Attend all league commissioner meetings and banquets.
- Assist the principal in evaluating present staff and in the recruitment and selection of athletic coaching vacancies.
- Assume responsibility for release of major changes of schedules and postponements in volleyball, basketball, and other major sporting events to all news media.
- Supervise physical examinations and dental protection for all athletes participating in the high school.
- Authorize off-season physical fitness programs.
- Any and other duties related to athletics that may be assigned by the athletic director.



### Evaluation

The performance of this position will be evaluated according to Ohio law.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

## **JOB DESCRIPTION – DIRECTOR OF TRANSPORTATION**

**Title:** Director of Transportation

**Reports To:** Assistant Superintendent

**Job Objectives:** The director of transportation shall be totally responsible for the operation of the transportation department and shall discharge all delegated responsibilities in a manner which is consistent with state law and policies of the Board of Education.

### General Qualifications

The director of transportation shall be able-bodied, of good moral character, and be able to work with and supervise adult personnel. He/she shall have a thorough knowledge of pupil transportation laws, regulations and procedures as adopted by the state of Ohio and the Board of Education. He/she shall possess a current Ohio school bus operators' license.

### Appointment

The Board of Education shall appoint the director of transportation upon the recommendation of the assistant superintendent and in accordance with the laws of the state of Ohio.

### Work Schedule

The director of transportation shall be a twelve (12) month employee and shall work all regularly scheduled days subject to Board policy regarding annual vacation and paid holidays. He/she shall normally work eight (8) hours per day, five (5) days per week; however, on occasion, the responsibility may require additional time. Such additional time shall not be subject to overtime pay.

### Salary

Compensation shall be set by the Board of Education and shall be related to the individual's training and experience. Such salary shall not be considered in negotiations with employee groups.

### Essential Performance Responsibilities

The responsibilities of the director of transportation will be delegated by and through the assistant superintendent and will include the following areas:

A. Personnel

1. Drivers:

- Recruit and interview driver applicants.
- Assist in the development of a complete driver training program, including classroom instruction and “on the road” training.
- Maintain effective supervision and evaluation of all drivers, and make recommendations for continued employment, promotion, transfer, or release.
- Develop and recommend a program of periodic conferences for the purpose of sharing common concerns and communicating with other district personnel. Improvement of the total operation should be a major goal.
- Establish regular routes and schedules in cooperation with administrators. No changes may be made by drivers unless approved by the director.
- Assign buses and routes within established guidelines.
- Maintain a list of currently available and qualified substitute drivers. Select and assign substitutes whenever necessary.
- Schedule and assign buses and drivers for educational and student activity trips.

2. Mechanics:

- Recruit and interview mechanics and recommend for employment the best qualified.
- Assign personnel within the bus maintenance department to provide the maximum benefit from the skills, knowledge, and background of those individuals.
- Maintain effective supervision and evaluation of all mechanics and make recommendations for continued employment, promotion, transfer or release.

3. Administrators:

- Serve as a liaison between administrators and transportation personnel.
- Work with administrators to improve the transportation program, driver performance, and student behavior.

4. Students:
  - Assist in developing guidelines for student behavior.
  - Assist in developing a program of transportation safety and education.
  - Assist in improving student behavior patterns in individual cases as required.

B. Equipment

1. Buses:
  - Assist in developing a plan for the replacement of buses and submit recommendations for purchase.
  - Recommend changes needed in the specifications for new buses.
  - Insure that all buses meet approved safety standards at all times.
  - Develop and implement a complete program of vehicle maintenance and repair.
  - Insure that all vehicles are maintained in cleanliness and appearance.
2. Transportation Center:
  - Supervise and maintain security of the total transportation center.
  - Make recommendations relating to the maintenance and improvement of the facility.
3. Parts and Supplies:
  - With the mechanics, develop and implement a plan for the requisitioning of all necessary parts and supplies.
  - Inventory and store all materials in an efficient and secure manner.
4. Tools:
  - Maintain adequate and secure storage of all tools.
  - Maintain separate inventories for all tools owned by individual mechanics.

- Make recommendations for the purchase of additional tools as needed.

5. Outside Facilities:

- Provide for the proper maintenance of the parking lot, driveway, and storage tanks.
- Make recommendations for the improvement of these facilities.

C. Records and Accountability

1. Employee Records:

- Maintain adequate records on each employee, including personal data, attendance, and performance.
- Submit payroll and other reports to the administration office to established schedules.

2. Vehicle Data:

- Maintain adequate records on the purchase of all vehicles including serial numbers and warranty information.
- Maintain adequate records on the service and repair of all vehicles.

3. Insurance:

- Maintain records as needed for insurance purposes.
- Serve as liaison with the insurance agent for the school system.

4. Budgeting:

- Assist in the development of the annual transportation budget.
- Manage the transportation system in a way that will confine costs to budgeted amounts and reduce costs wherever possible.
- Establish priorities for expenditures.

5. Transportation Handbooks:

- Assist in the development and publication of a transportation handbook for employees.
- Assist in the development and publication of a transportation handbook for students.

6. Other Records:

- Complete and maintain all records, reports, and information required by state agencies.
- Prepare and maintain other records as requested by the assistant superintendent.

D. Public Relations

- Recognize that transportation personnel are sometimes the first and only representatives of the school to be contacted by parents and other citizens and make every effort to represent the school in a positive manner.
- Serve as the school liaison with parents in all matters relating to transportation.
- Serve as a representative of the school transportation program with parent and other groups.

E. Other

- Perform other such duties and assume other such responsibilities as assigned by the assistant superintendent for the purpose of increasing the safety, efficiency, and total effectiveness of the transportation program.

Evaluation

The director of transportation shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.

- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – DIRECTOR OF FOOD SERVICES**

**Title:** Director of Food Services

**Reports To:** Assistant Superintendent

**Job Objectives:** The director of food services shall be totally responsible for the operation of the food service operations in all Lexington Local Schools and shall discharge all delegated responsibilities in a manner which is consistent with state law and the policies of the Board of Education.

#### **General Qualifications**

The director of food services shall be able-bodied, of good moral character, and be able to work with and supervise adult personnel. He/she shall have a thorough knowledge of pupil food service operation laws, regulations and procedures as adopted by the state of Ohio and the Board of Education.

#### **Appointment**

The Board of Education shall appoint the director of food services upon the recommendation of the assistant superintendent and in accordance with the laws of the state of Ohio.

#### **Work Schedule**

The director of food services shall be a ten (10) month employee and shall work all regularly scheduled days subject to Board policy regarding vacation and paid holidays.

The director shall normally work six (6) hours per day, five (5) days a week; however, on occasion, the responsibility may require additional time. Such additional time shall not be subject to overtime pay.

#### **Salary**

Compensation shall be set by the Board of Education and shall be related to the individual's training and experience. The salary shall not be considered in negotiations with employee groups.

#### **Essential Performance Responsibilities**

The responsibilities of the director of food services will be delegated by and through the assistant superintendent and will include the following areas:



A. Personnel

1. Unit Managers:

- Shall develop an ongoing training program for all new and present unit managers.
- Shall assist unit managers in the development of an ongoing training program for other food service staff, including group session instruction and “buddy system” training for new and present personnel.
- Shall provide unit managers with menus, all reporting forms, names of purveyors and days of delivery.
- Shall instruct unit managers in record keeping and completion of records.
- Shall order food and supplies as requested by the unit managers for preparation of menu items.
- Shall encourage all food service employees to participate in continuing education opportunities.

2. Other School Personnel:

- Shall work cooperatively with other school personnel to improve the food service program, employee performance and student satisfaction.

3. Students:

- Shall work with representatives of the student body and solicit input into the food service program.
- Shall assist student/parent interest groups in planning food related activities.
- Shall instruct students in good nutrition.

B. Equipment

1. Kitchen and Cafeteria:

- Shall insure all equipment is maintained in cleanliness and good working order.
- Shall insure sanitation regulations are observed as required by the county and state departments of health.

- Shall maintain current inventories of all cafeteria and office equipment.
- Shall recommend replacement and/or repair of equipment whenever necessary.

C. Records and Accountability

1. Employee Records:

- Shall maintain adequate records of each employee, including personal data, attendance, and performance.
- Shall submit payroll and other reports to the administration office according to established schedules.

2. Food and Supplies Data:

- Shall maintain adequate records on the purchase of all food supplies.
- Shall prepare, as requested, a cost analysis on raw food cost and meals per man hour.
- Shall prepare, as requested, a comparison student lunch participation analysis.
- Shall maintain records of all monies collected from each cafeteria.

3. Insurance:

- Shall promptly report any job related injuries to the administration office.

4. Budgeting:

- Shall assist in the development of the annual food service budget.
- Shall manage the food service department in a way that will confine costs to budgeted amounts and reduce costs wherever possible.
- Establish priorities for expenditures.

5. Other Records:

- Shall complete and maintain all records, reports, and information required by federal, state, or local agencies.
- Shall prepare and maintain other records as requested by the assistant superintendent.

D. Public Relations

- Shall recognize that food service personnel are very important to the operation of the school and are sometimes the first and only representatives of school to be contacted by parents and other citizens.
- Shall make every effort to personally represent the school in a positive manner and assure that other food service personnel do likewise.
- Shall serve as the school liaison with parents in all matters relating to the school food service.
- Shall serve as a representative of the school food service with parents, teachers, and other groups.

E. Other

- Shall perform other such duties and assume other such responsibilities as assigned by the assistant superintendent for the effective performance of the food service program.

Evaluation

The director of food service shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.

- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – CAFETERIA SUPERVISOR**

**Title:** Cafeteria Supervisor

**Reports To:** Director of Food Services

**Job Objectives:** To supervise the operation of the cafeteria. Work requires judgment and initiative. Employee acts as manager of a food service area during a regular portion of the work week.

#### **Essential Performance Responsibilities**

- Supervises the operation of the cafeteria lines and dining rooms.
- Insures cafeteria is properly closed at night.
- Periodically inspects cafeteria to insure proper health and sanitation standards are maintained.
- Teaches and enforces safety regulations.
- Supervises cleaning of facilities and equipment.
- Supervises the set up and serving of special functions.
- Insures supplies and food items are replenished and, as needed, inventoried for daily operations.
- Accounts for cash received from sales.
- Performs other duties and responsibilities as assigned by the Director of Food Services.

#### **Evaluation**

The employee shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of classified staff and/or any applicable collective bargaining agreement.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

Adopted: \_\_\_\_\_, 2009

## **JOB DESCRIPTION – DIRECTOR OF BUILDINGS AND GROUNDS**

**Title:** Director of Buildings and Grounds

**Reports To:** Assistant Superintendent

**Job Objectives:** The director of buildings and grounds shall be totally responsible for the operation of the custodial and maintenance department and shall discharge all delegated responsibilities in a manner which is consistent with state law and policies of the Board of Education.

### General Qualifications

The director of buildings and grounds shall be able-bodied, of good moral character, and be able to work with and supervise adult personnel. He/she shall have a thorough knowledge of building maintenance and cleaning techniques, in addition to the laws, regulations and procedures as adopted by the state of Ohio and the Board of Education.

### Appointment

The Board of Education shall appoint the director of buildings and grounds upon the recommendation of the assistant superintendent and in accordance with the laws of the state of Ohio.

### Work Schedule

The director of buildings and grounds shall be a twelve (12) month employee and shall work all regularly scheduled days subject to Board policy regarding annual vacation and paid holidays. He/she shall normally work eight (8) hours per day, five (5) days per week. However, on occasion, the responsibility will require additional time. Such additional time shall not be subject to overtime pay unless such overtime is directly ordered by the assistant superintendent. In such cases, the employee will be paid at the rate established for maintenance employees or will be given compensatory time.

### Compensation

Salary shall be set by the Board of Education and shall be related to the individual's training and experience. Such salary shall not be considered in negotiations with employee groups. The employee shall, however, be entitled to such fringe benefits as are granted to other members of the non-certificated staff.

### Essential Performance Responsibilities

The responsibilities of the director of buildings and grounds will be delegated by and through the assistant superintendent and will include the following:

A. Personnel

- Shall recruit and interview applicants and make recommendations for employment.
- Shall maintain effective supervision and evaluation of all persons assigned to the department and make recommendations for continued employment, promotion, transfer, or release.
- Shall develop a program of periodic meetings for the purpose of in-service training, sharing common concerns, and communicating with other district personnel. Improvement of the total operation shall be a major goal.
- Shall establish regular work schedules in cooperation with administrators. No schedule may be changed unless approved by the director.
- Shall maintain a list of currently available substitutes and shall select and assign substitutes as necessary.
- Shall make known and enforce all laws of the state of Ohio and regulations of the Board of Education as they pertain to department employees.
- Shall assign all overtime within the department and attempt to equalize the amount among those interested.

B. Administrators

- Shall work cooperatively with members of the administrative staff on all matters pertaining to care of buildings and grounds.
- Shall serve as a liaison between administrators and department personnel.

C. Buildings and Grounds

- Shall assume full responsibility for the maintenance and cleaning of all buildings, equipment, furniture, and outside facilities.
- Shall develop and implement a complete program of preventative maintenance.
- Shall insure that all buildings and equipment meet approved standards for safety and cleanliness.
- Shall be responsible for security of all building and grounds.



- Shall continually study and be alert for changes and improvements that will provide for greater safety, efficiency and economy of operation.
- Shall, with the administration and Board of Education, plan for the construction of new buildings and major rehabilitation projects and shall serve as an agent of the school in dealing with architects and contractors.

D. Equipment, Parts and Supplies

- Shall requisition all equipment, parts and supplies used in the program.
- Shall provide for proper storage and inventory of all such materials to assure their safekeeping and also their availability when needed.
- Shall establish and maintain an efficient delivery system for mail, intercom communications and supplies to all buildings.

E. Records and Accountability

1. Employee Records:

- Shall maintain adequate records of each employee, including personal data, attendance, and performance.
- Shall submit payroll and other reports to the administration office according to established schedules.

2. Insurance:

- Shall maintain records as needed for insurance purposes.
- Shall serve as liaison with the insurance agent for the school system.

3. Health, Safety, Fire Department:

- Shall work cooperatively with representatives of the local, state, and federal agencies as they perform their duties in regard to health, safety and fire prevention.
- Shall be responsible for compiling records and reports as required by these agencies.

4. Budgeting:

- Shall assist in the development of the annual budget.
- Shall manage the department in a way that will confine costs to budgeted amounts and reduce costs wherever possible.
- Establish priorities for expenditures.

F. Other

- Shall perform other such duties and assume other such responsibilities as assigned by the assistant superintendent for the purpose of increasing the safety, efficiency and total effectiveness of the program.

Evaluation

The director of buildings and grounds shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

## **JOB DESCRIPTION – ASSISTANT DIRECTOR OF BUILDINGS AND GROUNDS**

**Title:** Assistant Director of Buildings and Grounds

**Reports To:** Director of Buildings and Grounds and Assistant Superintendent

**Job Objectives:** The assistant director shall be responsible to the director and shall serve as a supervisor within the department of buildings and grounds. In the absence or incapacity of the director, he/she shall assume all duties, obligations and responsibilities of that position as detailed in the director's job description. In general, his/her duty shall be to aid and assist the director in all aspects of the supervision of this department.

### General Qualifications

The assistant director of buildings and grounds shall be able-bodied, of good moral character, and be able to work with and supervise adult personnel. He/she shall have a thorough knowledge of building maintenance and cleaning techniques, in addition to the laws, regulations and procedures as adopted by the state of Ohio and the Board of Education.

### Appointment

The Board of Education shall appoint the assistant director of buildings and grounds upon the recommendation of the director and the assistant superintendent, and in accordance with the laws of the state of Ohio.

### Work Schedule

The assistant director of buildings and grounds shall be a twelve (12) month employee and shall work all regularly scheduled days subject to Board policy regarding annual vacation and paid holidays. He/she shall work eight (8) hours per day, five (5) days per week. All overtime shall be ordered by the director and shall be paid at the rate established for all maintenance employees.

### Compensation

Salary shall be set by the Board of Education and shall be related to the individual's training and experience. Such salary shall not be considered in negotiations with employee groups. The employee shall, however, be entitled to such fringe benefits as are granted to other members of the non-certificated staff.

### Evaluation

The assistant director of buildings and grounds shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – CUSTODIAL SUPERVISOR**

- Title:** Custodial Supervisor
- Reports To:** Maintenance Supervisor, Assistant Superintendent, and Superintendent
- Job Objectives:** Provide leadership, training, assistance, and direction to all custodians.

#### Work Time Schedule

- Forty (40) hours per week - twelve (12) month employee per the negotiated agreement.
- Second Monday in November through the last day of February, 1:00 p.m. – 9:30 p.m. (break 3:00 – 3:15 p.m., lunch 5:00 – 5:30 p.m., break 7:30 – 7:45 p.m.)
- First day of March to second Monday in November, 8:00 a.m. – 4:30 p.m. (break 10:00 – 10:15 a.m., lunch 12:00 – 12:30, break 2:30 – 2:45 p.m.)
- This job description is NOT to be considered as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job related assignments as requested by the maintenance supervisor, assistant superintendent, or superintendent.

#### Essential Performance Responsibilities

- Work with maintenance supervisor, assistant superintendent, and Superintendent in planning and carrying out all job-related supervisory responsibilities, including the preparation of the cleaning schedules, assignments, time studies as needed, training/in-service, and evaluations of custodians' work performance.
- Perform routine, one person maintenance jobs as assigned by the maintenance supervisor, assistant superintendent, and Superintendent.
- Develop and establish in conjunction with maintenance supervisor and assistant superintendent, uniform cleaning procedures, cleanliness standards and uniform cleanliness evaluation procedures.
- Maintain a positive close liaison with all building principals, and assistant principals to provide direct assistance in their custodial programs.
- Make regular inspections of each building to evaluate maintenance and cleanliness.
- Maintain a list of active substitute custodians and arrange for substitute custodians as needed.

- Have a knowledge of OSHA and ADA rules and regulations.
- Report immediately to the maintenance supervisor, assistant superintendent, and/or Superintendent any dangerous, unsightly or unsanitary conditions and assist in correcting such conditions.
- Assist the building custodians as is warranted with set up and cleaning/clean up, for special events and other custodial duties.
- Deliver needed supplies, materials and equipment to the building custodians.
- Perform maintenance and custodial job assignments which will require the ability to move heavy objects and perform physically demanding work, including lifting up to 100 lbs. and all normal pushing, pulling, reaching, climbing and lifting activities.
- Maintain a positive professional working relationship with all school employees and community contacts.
- Ability to follow oral and written directions and give clear and concise directions/instructions.
- Extensive and successful experience as a custodian.
- Ability to adapt to unusual and emergency situations.
- Excellent organizational skills and oral and written communication skills.
- Willingness to work overtime as needed to complete work assignments.
- Excellent work and attendance record and high school diploma.
- A neat, conscientious, self-motivated worker who can apply good, common sense to work related situations.

#### Evaluation

The performance of this position will be evaluated according to Ohio law.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.

- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.



### **JOB DESCRIPTION—CUSTODIAN**

- Title:** Custodian
- Reports to:** The building principal and custodial supervisor.
- Job Objective:** To perform work assigned by the building principal and/or the custodial supervisor.

#### **Essential Performance Responsibilities**

- To clean or sweep halls, rooms, or other assigned areas.
- To maintain and keep building systems operational.
- To dispose of trash or other materials to be discarded.
- To move furniture or other equipment when necessary.
- To help perform maintenance and repair work, where necessary.
- To help keep outside areas or grounds clean.
- Maintain safety and security of building and grounds.
- Raise and lower flag in accordance with proper procedures.
- Maintain a positive professional working relationship with all school employees and community contacts.
- Ability to follow oral and written directions.
- Ability to adapt to unusual and emergency situations.
- Excellent organizational skills and oral and written communication skills.
- Willingness to work overtime as needed to complete work assignments.
- Excellent work and attendance record and high school diploma.

- A neat, conscientious, self-motivated worker who can apply good, common sense to work related situations.
- Perform other duties as directed by the building principal and/or the custodial supervisor.

### Evaluation

Performance of this job will be evaluated according to Ohio law.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – HEAD MECHANIC**

**Title:** Head Mechanic

**Reports To:** Director of Transportation and Assistant Superintendent

**Job Objectives:** The head mechanic shall be responsible to the director of transportation for the total maintenance of all school vehicles and shall discharge all delegated responsibilities in a manner which is consistent with state law and the policies of the Board of Education.

#### **General Qualifications**

The head mechanic shall be able-bodied, of good moral character and be able to work cooperatively with other school personnel. He/she shall have a thorough knowledge of motor vehicle maintenance and pupil transportation laws, regulations and procedures as adopted by the state of Ohio and the Board of Education. He/she shall possess a current Ohio motor vehicle operator's license.

#### **Appointment**

The Board of Education shall appoint the head mechanic, upon the recommendation of the director of transportation and the assistant superintendent, and in accordance with the laws of the state of Ohio.

#### **Work Schedule**

The head mechanic shall be a twelve (12) month employee and shall work all regularly scheduled days subject to Board policy regarding annual vacation and paid holidays. He/she shall normally work eight (8) hours per day, five (5) days per week. However, on occasion, the responsibility may require additional time. Such additional time shall be subject to overtime pay. All overtime shall be ordered by, or shall have the prior approval of, the director of transportation.

#### **Salary**

Compensation shall be set by the Board of Education and shall be related to the individual's training and experience. Such salary shall not be considered in negotiations with employee groups.

#### **Essential Performance Responsibilities**

The responsibilities of the head mechanic will include, but not be limited to, the following:

A. **Vehicle Maintenance**

- Shall assist the director of transportation in the development and implementation of a complete program of vehicle maintenance, which shall include routine servicing,

preventative maintenance, cleaning, and such repair which falls within the scope of the capabilities of school personnel and facilities.

- Shall make recommendations for major repairs which must be contracted to outside companies.
- Shall inspect all buses daily and prior to departure on any trip to assure that the vehicle is safe and adequate for the assignment.
- Shall assist in keeping such records as are necessary for vehicle maintenance and for the compiling of state and local reports.

B. Budgeting

- Shall assist in the development of the maintenance portion of the annual transportation budget.
- Shall manage expenditures in such a way as to confine costs to the budgeted amounts and to reduce costs wherever possible.
- Shall help to establish priorities for expenditures.

C. Purchasing of New Vehicles

- Shall assist in developing a plan for the replacement of vehicles and make recommendations for purchase.
- Shall recommend changes needed in the specifications for new vehicles.
- Shall assure that all vehicles meet approved safety standards at all times.

D. Tools and Equipment

- Shall maintain all tools and equipment assigned to the transportation department and shall provide for their storage and security.
- Shall help to maintain inventories of both school and privately owned tools and equipment.
- Shall make recommendations for the purchase of additional tools and equipment as needed.

E. Transportation Center

- Shall assist in providing for the maintenance, improvement, and security of the total transportation center including all buildings, parking lot, driveway and storage tanks.

F. Parts and Supplies

- Shall, through the director of transportation, requisition all parts and supplies necessary for vehicle maintenance.
- Shall maintain an inventory of such spare parts and supplies as is deemed necessary for the efficient operation of the department.

G. Personnel

1. Mechanics:

- Shall assist in recruiting, interviewing, and making recommendations for the employment of qualified applicants.
- Shall be responsible for the day-to-day assignment of such individuals to secure the maximum benefit from their skills, knowledge and ability.
- Shall assist in the evaluation of all mechanics and make recommendations for continued employment, promotion, transfer or release.

2. Other School Employees:

- Shall work cooperatively with and maintain communication with all drivers on matters regarding their assigned vehicles.
- Shall bring to the attention of the director of transportation any cases where it is felt that the driver has abused his/her responsibility for the vehicles.

H. Public Relations

- Shall at all times make every effort to represent the transportation department and the school in a positive and dignified manner.
- Shall, in the absence of the director of transportation, communicate with the public, either in person or by telephone, answering those questions about which he/she may have knowledge or relaying the message to the director for response.

I. Other

- Perform other such duties and assume other such responsibilities as assigned by the director of transportation for the purpose of increasing the safety, efficiency, and total effectiveness of the transportation program.

Evaluation

The performance of this position will be evaluated according to Ohio law.

Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – MECHANIC**

**Title:** Mechanic

**Reports To:** Head Mechanic and Director of Transportation

**Job Objectives:** Assists in keeping the district's vehicles in such a state of operating excellence that they present no problem or interruptions to the educational program.

#### **Essential Performance Responsibilities**

- Repairs and maintains the district automotive equipment, including body repair, engine repair, electrical repair, chassis repair, tire replacement, and washing buses.
- Works with bus drivers.
- Fills in for head mechanic in his/her absence.
- Helps maintain an inventory of supplies, gas, and equipment.
- Promotes high standards of safety and good housekeeping methods in all work-connected areas.
- Performs other related duties as assigned by the head mechanic or director of transportation.

#### **Evaluation**

The performance of this position will be evaluated according to Ohio law.

#### **Working Conditions**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.

- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.



### **JOB DESCRIPTION – BUS DRIVER**

**Title:** Bus Driver

**Reports To:** Director of Transportation and Assistant Superintendent

**Job Objectives:** Provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curricular and extra-curricular programs.

#### **Ohio Pupil Transportation and Operation and Safety Rules to be Maintained**

The bus driver shall be of good moral character, report all traffic citations to the Superintendent, maintain a valid school bus driver's endorsement, and be physically qualified (O.A.C. 3301-83-07). The bus driver shall satisfactorily complete pre-service and in-service training, and have the ability to cope with stressful situations as related to disabled pupils and stressful situations during an emergency.

#### **Essential Performance Responsibilities**

- Obey all traffic laws.
- Observe all mandatory safety regulations for school buses.
- Maintain discipline by enforcing school rules when students are on the bus.
- Report undisciplined students to the director of transportation and building principal – also rules proper procedure, as per school policy, in dealing with these students.
- Report to bus garage at least ten (10) minutes prior to departure on routes.
- Follow procedure for fueling the bus and cleaning out the bus after completion of routes.
- Remove bus from garage.
- Follow assigned schedule.
- Maintain a daily log for mileage, pupils transported, and fuel used.
- Check bus before operation for mechanical defects.
- Notify the proper authority in case of mechanical failure or lateness.
- Discharge students only at authorized stops and use extreme safety precautions.
- Exercise responsible leadership when on out-of-district school trips.

- Transport only authorized students.
- Report all accidents and complete required reports.
- Perform other duties assigned by the director of transportation and assistant superintendent.

#### Evaluation

The performance of this position will be evaluated according to Ohio law.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – BUS DRIVER TRAINING INSTRUCTOR**

**Title:** Bus Driver Training Instructor

**Reports To:** Director of Transportation

**Job Objectives:** Train school bus drivers.

#### **General Qualifications**

- He/she shall be able-bodied, of good moral character and must be able to communicate and work with people.
- He/she shall possess a current Ohio driver's license.
- He/she shall attend and complete the necessary training of the Ohio pre-service school bus driver training sponsored by the Ohio Department of Education.
- He/she shall furnish transportation to and from work.
- He/she shall maintain a clean and neat appearing bus.

#### **Essential Performance Responsibilities**

- Perform such duties and assume such responsibilities as assigned by the director of transportation for the purpose of increasing safety, efficiency, and total effectiveness of the transportation system.

#### **Working Conditions**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.

- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

**JOB DESCRIPTION – BUS AIDE (DISABLED CHILDREN)**

**Title:** Bus Aide (Disabled Children)

**Reports To:** Director of Transportation

**Job Objectives:** To assist in providing safe transportation so that students may enjoy appropriate advantages from the district’s curricular program.

**Essential Performance Responsibilities**

- Assist the bus driver in maintaining good student conduct on the bus.
- Assist disabled children in getting on and off the bus.
- Assure that students get on and off the bus in an orderly fashion.
- Provide written records of violations of the student code to the director of transportation.
- Assist with securing safety devices for the safe transportation of disabled children.
- Perform other tasks assigned by the director of transportation.

**Evaluation**

The performance of this position will be evaluated according to Ohio law.

**Working Conditions**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.

- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – HEAD COOK**

**Title:** Head Cook

**Reports To:** Director of Food Services

**Job Objectives:** To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

#### **Essential Performance Responsibilities**

- Supervise assigned cafeteria.
- Supervise and participate in the preparation and serving of food.
- Determine quantities of food to be prepared daily as well as the size of servings to meet the necessary age requirement.
- Assume responsibility for security of revenue for the assigned cafeteria.
- Assume responsibility for security of food and supplies in the building.
- Assist the director of food services in purchasing food and supplies.
- Direct sanitation procedures.
- Assist in securing substitutes from approved list.
- Implement menus planned by the director of food service.
- Work with the building principal on behalf of student needs and for a smooth operation.
- Perform other related duties assigned by the director of food services.

#### **Evaluation**

The performance of this position will be evaluated according to Ohio law.

#### **Working Conditions**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.



### **JOB DESCRIPTION – HEAD CASHIER**

**Title:** Head Cashier

**Reports To:** Director of Food Services

**Job Objectives:** Assist in the efficient and accurate administration of the school food service department, with an emphasis in the financial administration and operation of the department.

#### **General Qualifications**

- Extensive experience in school food service financial operations.
- Demonstrate aptitude in point of sale system troubleshooting and maintenance.
- Knowledge of National School Lunch Program as well as rules and regulations governing the local program.
- Ability to work effectively with staff, students, and the public.
- Strong leadership qualities.

#### **Essential Performance Responsibilities**

- Implementation and maintenance of financial regulatory reporting requirements and procedures.
- Assist in maintaining a professionally trained food service staff.
- Conduct program reviews, assist in personnel evaluations and perform site visits as designated by food service director.
- Assist food service director in planning and execution of training programs.
- Maintain an open communication with food service personnel and other school staff.
- Conduct annual point of sale reviews for each school as required by the State Department of Education.
- Obtain substitutes as needed.
- Assist in maintaining accurate free and reduced lunch applications and authorization as required by federal accuclaim regulations.

- Prepare monthly claims for federal reimbursement for the lunch program.
- Receive, reconcile and deposit cash daily.
- Reconcile journals and bank balances as required.
- Prepare monthly bills for payment.
- Responsible for security of daily revenue from cafeteria services until it has been deposited.
- Compile menu for distribution to kitchens, schools, and newspapers.
- Perform such other duties as assigned by the director of food services.

#### Evaluation

The performance of this position will be evaluated according to Ohio law.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – CAFETERIA EMPLOYEE**

**Title:** Cafeteria Employee

**Reports To:** Director of Food Services and Head Cook

**Job Objectives:** To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

#### **Essential Performance Responsibilities**

- Maintain the highest standard of safety and cleanliness.
- Prepare food according to the planned menu and tested, uniform recipes.
- Operate serving line or other duties as directed by the head cook.
- Perform other related tasks as assigned by the director of food services and head cook.

#### **Evaluation**

The performance of this position will be evaluated according to Ohio law.

#### **Working Conditions**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – GROUNDSKEEPER**

**Title:** Groundskeeper

**Reports To:** Maintenance Supervisor, Assistant Superintendent, Superintendent

**Job Objectives:** Performs work to maintain all outside grounds including, but not limited to, grass areas, athletic field/areas, music practice areas/fields, undeveloped areas, trees, shrubs, flower beds, playgrounds, landscaped areas, parking areas and driveways, fencing and storage areas.

#### Work Time Schedule

- Forty (40) hours per week - twelve (12) month employee per the negotiated agreement.
- Second Monday in November through the last day of February, 1:00 p.m. – 9:30 p.m. (break 3:00 – 3:15 p.m., lunch 5:00 – 5:30 p.m., break 7:30 – 7:45 p.m.)
- First day of March to second Monday in November, 8:00 a.m. – 4:30 p.m. (break 10:00 – 10:15 a.m., lunch 12:00 – 12:30, break 2:30 – 2:45 p.m.)
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job related assignments as requested by the maintenance supervisor, assistant superintendent, or Superintendent.

#### Essential Performance Responsibilities

- Maintenance on outside grounds, including but not limited to, slicing, thatching, rolling, dragging, seeding, chemical application, patching, watering, lining, relining, layout, repairing, installing, plowing, trimming, removing, planting, pruning, sweeping, weeding, edging and cleaning/clean up.
- Performs work to move, transport and relocate furniture, equipment, supplies, government surplus, inner district mail and other materials as requested.
- Performs minor/routine repair work and assists in the construction, installation and/or repair of playground equipment, other structures, signs, building drainage systems, sewer systems, irrigation systems, and water lines including trenching and backfilling work.
- Determines and makes necessary arrangements to obtain necessary supplies, tools, equipment and materials for assigned work orders.

- Performs and makes arrangements for regular maintenance and necessary repairs for all groundskeeping equipment and/or tools (i.e. mowers, trimmers, spreaders, tractors, sprayers, blowers, edgers, assigned truck, etc.).
- Cleans and maintains all equipment/tools used on a regular basis.
- Prepares reports and maintains records and assists in documenting chemical use, all maintenance to equipment, vehicles and/or tools and information on locations of drainage, irrigation, water and sewer systems and any changes in any areas within the realm of groundskeeping.
- Assists other members of the maintenance/custodial staff in the performance of their duties as assigned by the maintenance supervisor, assistant superintendent, and/or Superintendent.
- Performs other duties assigned by the maintenance supervisor, assistant superintendent, and/or Superintendent.
- Completes thoroughly and professionally all assigned work in a timely manner as scheduled.
- Follows the negotiated agreement in all matters pertaining to personnel.
- Attends inservice/training programs to keep aware of the best available trends, techniques, materials and equipment.
- Encourages employees to be aware of and try different cleaning techniques, materials and equipment in an effort to always be improving.

#### Knowledge and Abilities

- Ability to maintain good and professional relations with other employees, supervisors, administrators, teachers/coaches, and community contacts.
- Ability to correctly and safely use all vehicles, equipment, machinery, and tools necessary to perform job assignments.
- Ability to perform work for prolonged time periods in adverse weather conditions and difficult ground conditions, including sewage clean-up.
- Knowledge of OSHA and ADA guidelines and requirements.
- Ability to move and relocate heavy objects and perform physically demanding work including lifting 100 lbs. and perform all normal pushing, pulling, reaching, climbing and lifting activities.

- Ability to withstand heights and work from a ladder, scaffolding and/or other such devices.
- Ability to organize resources and accomplish work assignment as scheduled.
- Ability to adapt to unusual and emergency situations.
- Ability to follow oral and written instructions, understand and comprehend manuals and other materials related to a job or responsibility; to interpret and follow local, state and federal regulations related to work assignments (i.e. various sprays and chemicals).

#### General Qualifications

- Good oral and written communication skills.
- Strong organizational and computational skills.
- Ability to work well with and have a positive professional relationship with all those associated with the school and community.
- Actual work experience as a groundskeeper.
- High school diploma.
- Hold a valid Ohio driver's license and have a safe and acceptable driving record.
- Excellent work and attendance record.
- Physical capability of withstanding outside work in all types of weather.
- Willingness to work overtime in all types of weather as needed to complete work assignments.
- A neat, conscientious, self-motivated worker.

#### Evaluation

The performance of this position will be evaluated according to Ohio law.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:



- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – MAINTENANCE EMPLOYEE**

**Title:** Maintenance Employee

**Reports To:** Director of Buildings and Grounds and Assistant Superintendent

**Job Objectives:** Assist the director of buildings and grounds in maintaining the physical school plant in a condition of operating excellence so that full education use of it may be made at all times.

#### **Essential Performance Responsibilities**

- As part of the maintenance staff, maintain school district buildings, grounds, and equipment such as electrical, plumbing, painting, carpentry, controls, masonry, plastering, athletic facility care and lawn and shrub care.
- Assist with custodial tasks as assigned.
- Perform other tasks as assigned by the director of buildings and grounds and assistant superintendent.

#### **Evaluation**

The performance of this position will be evaluated according to Ohio law.

#### **Working Conditions**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.

- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

**JOB DESCRIPTION – SECRETARY/CLERICAL (BOARD OF EDUCATION OFFICE)**

**Title:** Secretary/Clerical (Board of Education Office)

**Reports To:** Treasurer

**Job Objectives:** To assist the Treasurer in the performance of his/her duties.

**General Qualifications**

- The individual must possess the personal qualifications to enable him/her to work cooperatively with members of the administration and staff in the performance of his/her duties.
- Completion of a four (4) year high school course shall be considered a minimum requirement. Other training and experience will be considered in making the appointment.
- The individual must possess the ability to maintain clerical records.
- The individual must possess the ability to learn and operate the computer and all state uniform school accounting programs.
- The individual must be an accurate typist.
- The individual must possess the ability to make plans and minor decisions in accordance with established policies and procedures.

**Appointment**

The Board of Education shall appoint the secretary upon the recommendation of the Treasurer and in accordance with the laws of the state of Ohio.

**Work Schedule**

The individual shall be a twelve (12) month employee and shall work all regularly scheduled days subject to Board policy regarding annual vacation and paid holidays.

The individual shall work in the Board of Education office.

Hours shall be 8:00 a.m. to 4:00 p.m., eight (8) hours per day, including the lunch period.

### Salary

Salary shall not be considered during negotiations with employee groups, but shall be in accordance with the adopted salary schedule.

The individual shall be entitled to such fringe benefits as are granted to other members of the classified staff.

### Essential Performance Responsibilities

Shall be determined by the Treasurer, but will include, but not be limited to, the following:

- Shall learn all state uniform accounting codes.
- Shall operate computer equipment and learn all the software programs.
- Shall be responsible for all student activities. This will include processing purchase orders, invoices and check writing in accordance with the adopted purpose policies on file for each activity fund.
- Shall learn all operational procedures including payroll in the office of the Treasurer and have the ability to successfully accomplish any phase of all jobs.
- Shall perform such other duties as may be assigned and which can be performed within the limitations of the work day.

### Evaluation

The performance of this position will be evaluated according to Ohio law.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.

- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

**JOB DESCRIPTION – SECRETARY/CLERICAL – PAYROLL**  
**(BOARD OF EDUCATION OFFICE)**

**Title:** Secretary/Clerical – Payroll (Board of Education Office)

**Reports To:** Treasurer

**Job Objectives:** To assist the Treasurer in the performance of his/her duties.

**General Qualifications**

- The individual must possess the personal qualifications to enable him/her to work cooperatively with members of the administration and staff in the performance of his/her duties.
- Completion of a four (4) year high school course shall be considered a minimum requirement. Other training and experience will be considered in making the appointment.
- The individual must possess the ability to maintain clerical records.
- The individual must possess the ability to learn and operate the computer and all state uniform accounting programs.
- The individual must be an accurate typist.
- The individual must possess the ability to make plans and minor decisions in accordance with established policies and procedures.

**Appointment**

The Board of Education shall appoint the individual upon the recommendation of the Treasurer and in accordance with the laws of the state of Ohio.

**Work Schedule**

The individual shall be a twelve (12) month employee and shall work all regularly scheduled days subject to Board policy regarding annual vacation and paid holidays.

The individual shall work in the Board of Education office. Hours shall be 8:00 a.m. to 4:00 p.m., eight (8) hours per day, including the lunch period.

### Salary

Salary shall not be considered during negotiations with employee groups, but shall be in accordance with the adopted salary schedule. The individual shall be entitled to such fringe benefits as are granted to other members of the classified staff.

### Essential Performance Responsibilities

Shall be determined by the Treasurer, but will include, but not be limited to, the following:

- Shall learn all state uniform accounting codes.
- Shall operate computer equipment and learn all the software programs.
- Shall be responsible for keeping personnel records current and updated.
- Shall be responsible for entering payroll. This will include entering data, reports, check processing, invoices, reconciling checks, and preparing a balanced payroll bank verification monthly.
- Shall sort, record, file all bonds and coupons paid by the bank for the school district and balance monthly.
- Shall learn all operational procedures including student activities in the office of the Treasurer and have the ability to successfully accomplish any phase of all jobs.
- Shall perform such other duties as may be assigned and which can be performed within the limitations of the work day.

### Evaluation

The performance of this position will be evaluated according to Ohio law.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.



- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – SECRETARY/CLERICAL**

**Title:** Secretary/Clerical

**Reports To:** Administration

**Job Objectives:** To assist the administrator to whom he/she is assigned in the performance of his/her duties.

#### **General Requirements**

The individual must possess the personal qualifications to enable him/her to work cooperatively with members of the staff in the performance of his/her duties.

#### **Qualifications and Training**

- Completion of a four (4) year high school course shall be considered a minimum requirement. Other training and experience will be considered in making the appointment.
- The individual must possess the ability to maintain clerical records.
- The individual must be an accurate and proficient typist and will be required to satisfactorily complete a test of typing and composition.
- The individual must possess the ability to make plans and minor decisions in accordance with established policies and procedures.

#### **Work Schedule**

Annual:

- Ten month secretary's contract year will include ten (10) working days prior to the start of school and ten (10) days after the close of school. (211 days per year)
- Ten and one-half month secretary's contract year will include fifteen (15) working days prior to the start of school and fifteen (15) days after the close of school. (221 days per year)
- Ten and three-quarter month secretary's contract year will include twenty (20) working days prior to the start of school and fifteen (15) days after the close of school. (226 days per year)

Hours:

- A work schedule shall consist of five (5) days – Monday through Friday, weekly. Hours are to be set by the administrator in charge, with a minimum of seven (7) working hours per day.

Salary

Compensation shall be in accordance with the adopted salary schedule for secretaries.

Essential Performance Responsibilities

- The duties of each staff member will vary in accordance with the responsibilities of the administrator. Generally, the secretary will plan and perform, under the general supervision of the administrator, the clerical and stenographic work applying to the position involved.

Evaluation

The performance of this position will be evaluated according to Ohio law.

Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – EDUCATIONAL AIDE**

**Title:** Educational Aide

**Reports To:** Building Principal and Teacher

**Job Objectives:** Today's educational aides face a task which demands they be creative and have competent skills and techniques to perform their duties. It would be impossible to list all the duties performed by the educational aide; however, certain qualities should interconnect for the overall benefit of the school.

Educational aides shall show loyalty to the school, using discretion in speaking of school or colleagues. Relationship between educational aides and staff shall be a professional one of mutual respect and cooperation. The confidential nature of the relationship shall be observed.

Educational aides will assist with the guidance, total growth, and development of young people so they will be competent, adjusted, social-minded citizens of their community. Educational aides shall maintain good rapport with parents while participating in school and community activities.

#### **Qualifications**

##### Personal:

- The applicant must have good general health.
- The applicant must be able to furnish references.
- The applicant must possess the personal qualities which will enable her to work with teachers and students in a spirit of enthusiasm, tact and good humor.
- The applicant must demonstrate responsibility for contract period of employment.

##### Educational:

- All applicants must possess a high school diploma.
- All applicants will take a test in typing, letter composition, and general English prior to appointment.
- All new aides employed in positions requiring playground supervision will successfully complete or will have completed within the last three years, a course in first aid.

- After employment, the educational aide must apply for and receive an educational aide permit as issued by the State Department of Education.

### Appointment

The Board of Education shall appoint educational aides upon the recommendation of the building principal and assistant superintendent and in accordance with the laws of the state of Ohio and Board of Education policy.

### Work Schedule

Educational aides are considered to be nine (9) month employees. Their work year shall coincide with the school calendar, subject to the same meeting days, holidays, vacations, etc., as other nine (9) month employees.

Hours are to be set by the administrator in charge with a minimum of seven (7) working hours per day, excluding lunch period. Part-time aides may be employed for a lesser number of hours per day to perform specific duties.

### Salary

All aides will be compensated in accordance with the adopted salary schedule.

### Essential Performance Responsibilities

- The duties of each educational aide will vary in accordance with the responsibilities assigned by the building administrator.

### Evaluation

The performance of this position will be evaluated according to Ohio law.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

### **JOB DESCRIPTION – ELEMENTARY LIBRARIAN**

- Title:** Elementary Librarian
- Reports To:** Building Principal
- Job Objectives:** Supervise elementary libraries.

#### **General Qualifications**

The elementary librarian shall hold at least a bachelor's degree with a concentration in library science. The librarian shall possess a valid Ohio certificate/license of the provisional type or better.

#### **Essential Performance Responsibilities**

- Work four (4) days per week at Eastern and one-half (1/2) day per week each at Central and Western Elementaries.
- Provide leadership for the elementary library program.
- Oversee the proper cataloging of books and materials at each elementary building.
- Teach basic library skills needed to use the card catalog and other reference materials as it becomes appropriate for the students.
- Provide training for students and staff in the use of the technology on hand.
- Be involved in the selection of materials for the libraries.
- Perform such duties as may be directed by the building principal, Superintendent, and/or Board of Education.

#### **Evaluation**

The performance of this position will be evaluated according to Ohio law.

#### **Working Conditions**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.



- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

**JOB DESCRIPTION – TREASURER ASSISTANTS – ACCOUNTS  
PAYABLE/ACCOUNTS RECEIVABLE**

**Title:** Treasurer Assistants – Accounts Payable/Accounts Receivable

**Reports To:** Treasurer

**Job Objectives:** To perform any duties assigned by the Treasurer to assist in the processing of the fiscal business to provide the maximum educational services for the district.

This would include a broad scope of duties including but not limited to budgetary planning, accounts payable, accounts receivable, inventory and asset control. Also, interpersonal skills to relate to the employees of the district and the public.

Essential Performance Responsibilities

General Duties:

- Filing.
- Type correspondence and Board minutes.
- Answer telephone, transfer calls and take messages.
- Proficient on calculator, typewriter and other office equipment.
- Possess proficient math skills.
- Possess computer skills in word processing, data base management and spreadsheets and using email.
- Possess general accounting knowledge to be able to understand general accounting principles on budgeting, appropriations and revenue.
- Maintain confidentiality of financial and personnel information.

Accounting Procedures:

- Use computer to process all requisitions, purchase orders, checks, and invoices.
- Prepare bank deposits and receipt processing.
- Record all equipment inventory updates and changes.

- Help Treasurer in the preparation of GAAP reports.
- Prepare monthly, quarterly and annual reports for all funds.
- Assist in Medicaid billing process.
- Assist in bank reconciliation procedures.
- Prepare invoices for rental, tuition and other billing needs.
- Work with other school treasurers and secretaries to ensure proper Student Activity accounting procedures are followed.
- Attend appropriate meetings and/or training to keep current with developments in the fiscal area.
- Perform other duties and responsibilities assigned by the Treasurer.

It is very important that the person employed in the Treasurer's office be able to work very closely with the Treasurer and other employees in the office. Because of the nature of the work, it is impossible to make a complete listing of all duties.

#### Evaluation

Performance of this job will be evaluated in accordance with Board Policy on the evaluation of classified personnel and/or any applicable collective bargaining agreement.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.

- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

Adopted: \_\_\_\_\_, 2009

### **JOB DESCRIPTION- EMIS COORDINATOR**

- Title:** EMIS (Education Management Information System) Coordinator
- Reports to:** Superintendent
- Job Objectives:** Coordinate, generate, and submit educational data as outlined in the EMIS Guide issued by the State of Ohio Department of Education.

#### **Qualifications:**

- Certified EMIS Professional (CEP).
- Bachelor's degree or appropriate related experience.
- High level knowledge and experience in the area of the Education Management Information System (EMIS)
- Proficient in the use of automated data processing systems and statistical analysis. (eSIS, Pentamation, DSL, DASL, etc.).
- Ability to communicate effectively (verbally and in writing).
- Efficient and effective in meeting deadlines for accurate information.

#### **Essential Performance Responsibilities**

- Develop and coordinate building and district information management systems to provide efficient and effective collection, storage, and communication of student and staff data.
- Provide training, assistance, and technical support to district personnel.
- Serve as district liaison with the State Department of Education, re: requirements/procedures of student and staff data reporting. Resolve any problems concerning data reported to that agency.
- Serve as district liaison with the ITC site concerning data processing (student/staff) functions through their computers. Coordinate the electronic communication of building/district student and staff data to the ITC site as required.

- Communicate student and staff reporting requirements/procedures to district administrators and other personnel responsible for collecting data.
- Coordinate and provide technical support for the student scheduling activity in grades K – 12 to facilitate exchange of data between scheduling programs and EMIS.
- Develop the process for entry and/or exchange of all student test data in the EMIS files.
- Maintain the confidentiality of privileged information.
- Oversees the timely submission of reports, records, and inventories.
- Maintain district records for the maximum period mandated by law and/or Board policy.
- Interprets data and other statistical information. Provides perspective and advice regarding emerging trends and recommends funding opportunities.
- Assist the Treasurer’s office in reporting financial data.
- Coordinates data collection, verification, and entry processes. Maintains all required records (e.g. student demographics, academic courses, testing data, attendance, disciplines, etc.).
- Distribute updated information and provide staff training and support.
- Directs the delivery and continuous improvement of educational management information systems.
- Upholds Board policies and follows administrative procedures.
- Maintains visibility and promotes a favorable image of the school district.
- Develop a strategy to accomplish personal performance objectives within specified timelines.
- Provides staff leadership. Maintains open and effective communication with staff, parents, and the community.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.

- Performs other duties and responsibilities as assigned by the superintendent.

#### Evaluation

The employee shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of staff and/or any applicable collective bargaining agreement.

#### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

Adopted: \_\_\_\_\_, 2009

**JOB DESCRIPTION- MULTI-HANDICAPPED EDUCATIONAL ASSISTANT**

**Title:** Multi-Handicapped Educational Assistant

**Reports to:** Building Principal and MH Teacher

**Job Objectives:** Work with multi-handicapped students under supervision of the MH teacher.

**Essential Performance Responsibilities**

- Supervise students as directed by the teacher.
- Conduct individual or small group reinforcing exercises as directed by the teacher.
- Assist students in classroom, lunch and recess activities.
- Assist students in the development of life skills and appropriate social behaviors.
- Monitor and manage student behavior as directed by the teacher.
- Record keeping as necessary. Perform other duties related to the education and supervision of MH students.
- Supervise and assist students at various school activities and functions.
- Carry out other normal routine and extraordinary activities necessary for the educational development of MH students.
- Ability to carry out policies and procedures of the Board of Education and the school principal.

**Qualifications:**

- Classroom experience with disabled students necessary.
- Special training desirable (college, etc.).
- Ability to work with staff and student necessary – must be validated.
- Ability to communicate effectively with parents and other adults.



- Sensitivity to disabled students necessary.
- Ability to manage student behavior effectively.
- Knowledge of child psychology desirable.
- Certified in first aid/CPR.
- Training in child abuse and communicable disease necessary.
- Training in instructional methodologies desirable.
- Must be able to deal appropriately with students who exhibit emotional or behavioral problems, aggressive behavior, or physical problems.
- State certification/licensure necessary.

In addition, specific background as noted below may also be required as determined from Individualized Education Plans for specific students:

- Training or experience with children with autism.
- Must be willing to update and continue training in various disabling conditions (as needed by student population).
- Willing to work with students on self-help skills such as toileting, changing diapers, washing face and hands, and brushing teeth, etc.
- Must be willing to assist in feeding skills and recreational activities (during recess).
- Must be physically able to maintain control of very active students in classroom and entire school setting.
- Must know or be willing to learn and use sign language within the classroom.
- Willing to be trained to give medication or perform other health care services as needed by student population.

### Evaluation

The employee shall be evaluated in accordance with the provisions of the Board's policy on the evaluation of classified staff and/or any applicable collective bargaining agreement.

### Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedules and deadlines.

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

Adopted: \_\_\_\_\_, 2009