

SECTION J: STUDENT

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

SECTION J: STUDENT
(Continued)

JFCD	Underground Student Publications
JFCE	Secret Societies
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCG	Tobacco Use by Students
JFCH	Alcohol Use by Students
JFCI	Student Drug Abuse
JFCIA	Prevention of Chemical Abuse
JFCIAA	Inpatient Treatment
JFCJ	Dangerous Weapons in the Schools
JFD	Students of Legal Age
JFE	Pregnant Students
JFF	Married Students
JFG	Interrogations and Searches
JFH	Student Complaints and Grievances
JFI	Student Demonstrations and Strikes
JG	Student Discipline
JGA	Corporal Punishment
JGB	Detention of Students
JGC	Probation of Students
JGD	Student Suspension
JGDA	Emergency Removal of Student
JGE	Student Expulsion
JGF	Discipline of Handicapped Students
JH	Student Welfare
JHA	Student Insurance Program
JHB	Student Aid Programs
JHC	Student Health Services and Requirements
JHCA	Physical Examinations of Students
JHCB	Inoculations of Students
JHCC	Communicable Diseases
JHCCA	Acquired Immune Deficiency Syndrome (AIDS) (Also GBEA)
JHCCB	Pediculosis (Head Lice)
JHCD	Administering Medicines to Students
JHD	Student Psychological Services
JHDA	Psychological Testing of Students
JHE	Student Social Services
JHEA	Home Visits

SECTION J: STUDENT
(Continued)

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

STUDENT POLICIES GOALS

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

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

[Adoption date: May 9, 1994]

LEGAL REF.: ORC 3313.48

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District will have equal educational opportunities.

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

[Adoption date: May 9, 1994]

LEGAL REFS.: Civil Rights Act of 1964, as amended in 1972, Title VI; Title VII
Executive Order 11246, 1965, amended by Executive Order 11375
Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)
45 CFR, Parts 81, 86 (Federal Register, June 4, 1975, August 11, 1975)
Education for All Handicapped Children Act of 1975, Pub. L. No. 94-142 (1975)
Vocational Rehabilitation Act of 1973, § 504
ORC 3313.64
OAC 3301-35-02(a)(2)
42 USC 12112, et seq.

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Handicap
GBA, Equal Opportunity Employment
IGBA, Programs for Handicapped Students
IGBB, Programs for Gifted and Talented Students
JFA, Student Due Process Rights

SCHOOL ATTENDANCE AREAS

The Board will determine attendance areas for the various schools of the District. Boundary lines will be recommended by the Superintendent, who will take into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns. Except as the foregoing factors influence boundary lines, the area established should permit each student to attend the school nearest his or her place of residence.

Students are expected to attend the school in the area in which they live, with such individual exceptions as fall within the Board policy or may be made in the best interests of the student and/or the school.

[Adoption date: May 9, 1994]

CROSS REF.: JECC, Assignment of Students to School

COMPULSORY ATTENDANCE AGES

Under law, children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the Minimum Standards prescribed by the State Board of Education until one of the following occurs:

1. the person receives a diploma granted by the Board or other governing authority indicating such student has successfully completed the high school curriculum;
2. the person receives an age and schooling certificate or
3. the person is excused from school under standards adopted by the State Board of Education pursuant to Ohio law.

The parent, guardian or any other individual having charge of any person that is of compulsory school age must send such person to school unless he or she is exempt as listed above.

[Adoption date: May 9, 1994]

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

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

ENTRANCE AGE
(Mandatory Kindergarten)

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten.
Each child who is six years of age on or before August 1 and who has successfully completed kindergarten is eligible to enroll in the first grade.

[Adoption date: May 9, 1994]
[Re-adoption date: July 9, 2001]
[Re-adoption date: May 14, 2007]
[Re-adoption date: June 2, 2016]

LEGAL REF.: ORC 3321.01

CROSS REFS.: IKEB, Acceleration
JEA, Compulsory Attendance Ages
JEBA, Early Entrance to Kindergarten

EARLY ENTRANCE TO KINDERGARTEN
(Acceleration)

Early Entrance Criteria

The District provides early admission to kindergarten for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten are available in each building. Any student residing in the District may be referred by an educator employed by the District, a preschool educator who knows the child, the child's parent/guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within 45 calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within 45 days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

1. A parent/legal guardian or a representative designated by the parent/guardian;
2. A gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration;
3. The principal or assistant principal of the school to which the child may be admitted and
4. A teacher at the grade level to which the student may be admitted.

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

A meeting will be conducted with the parent/guardian following the evaluation to inform him/her of the committee's decision and, if appropriate, to discuss the results of the evaluation and the nature of the kindergarten or first grade program.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within 30 calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within 14 calendar days of receiving the appeal. The Superintendent or his/her designee's decision will be final.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

1. Placement of the child in the accelerated setting;
2. Strategies to support successful early entrance and
3. An appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within 30 calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

[Adoption date: June 2, 2016]

LEGAL REFS.: ORC 3314.06
 3314.08
 3321.01
 3324.01 et seq.
 OAC 3301-51-15

CROSS REFS.: IGBB, Programs for Gifted and Talented Students
 IKEB, Acceleration
 JEB, Entrance Age (Mandatory Kindergarten)

NORTHWESTERN LOCAL SCHOOLS
Referral for Kindergarten Acceleration (Early Entrance)



Student's Last Name	Student's First Name		Date of Birth
Street Address (Include Apt. No.)		City	Zip Code
Telephone Number		Parent or Guardian's Name	
Current District		Name of Person Initiating Referral	
Circle: Male Female		Student Identification Number	
Date of Referral Application			

1) Does your child have siblings who are currently in school? (Circle) YES NO
 IF yes, list name, date of birth and grade: _____

2) Has your child demonstrated high ability accelerated performance, and/or talent as compared with same age peers in the following areas? **(Circle all that apply)**
 Reading Math Science Social Studies Language Arts Other _____

3) Please describe how your child has shown exceptional talent in the area(s) marked above.

4) Has your child demonstrated high ability, accelerated performance, and/or talent as compared with same age peers in the following areas? **(Circle all that apply)**
 Music Art Drama Dance Sports Leadership

5) Please describe how your child has shown exceptional talent in the area(s) marked above.

6) Has your child received a formal professional evaluation/diagnosis for any of the following areas?

*Specific Learning Disability (e.g., Written Language, Math, Reading, Nonverbal, other)?	YES	NO
*Developmental Disability (e.g., Autism, Asperger's Syndrome, PDD-NOS, other)?	YES	NO
*Other Health Impairment (e.g., ADD, ADHD, other)?	YES	NO
*Social-Emotional /Psychiatric (e.g., Depression, Bipolar Disorder, OCD, ODD)?	YES	NO
*Physical (e.g., Visual, Hearing, Motor, Traumatic Injury, other)?	YES	NO
*Speech and Language Impairment?	YES	NO
*Other _____		

7) Do you speak more than one language in the home? YES NO
 IF "YES" what languages do you speak in your home? _____

8) Did your child attend a preschool program? YES NO
 Name of School: _____ Dates attended: _____
 Address: _____ Phone: _____

Characteristics of children who may benefit from early entrance. *(They may not exhibit all characteristics but strong candidates exhibit more of these characteristics than other children.)* Please use your best judgment and rate your child in each of the following areas using a scale of 1 (indicating low agreement) to 5 (indicating high agreement).

My child seems advanced beyond other children his/her age in these ways: (1 low-5 high)

Areas of ability/achievement/aptitude/behavior (1 low-5 high)

- Understand the meanings and use of words better than other children his/her age;
- Is curious about many things and asks questions often;
- Is very good at working puzzles or solving problems;
- Has a great sense of humor and understands jokes more than other children his/her age;
- Has a good memory and remembers details of conversations or stories;
- Is interested in difficult concepts such as time and space;
- Concentrates on certain activities much longer than other children his/her age;
- Reads (and understands text) in picture books or chapter books;
- Figures out math-related problems better than other children his/her age.

School and academic factors (1 low- 5 high)

- Enjoys learning new information or skills;
- Participates in community-sponsored activities such as sports, dance, gymnastics, library and museum programs;
- Believes he/she is capable of succeeding at new tasks.

Developmental factors (1 low - 5 high)

- Has average fine and large motor coordination (e.g., holding a pencil, skipping);
- Is able to use the computer to play games or find information.

Interpersonal skills: (1 low - 5 high)

- Thoughtfully considers feedback and criticism and modifies behavior appropriately;
- Often behaves in a way that is positive and effective;
- Has good interpersonal skills with same age-peers, with older and younger children and with adults;
- Has excellent interpersonal relationships with adults in a teaching role.

Attitudes and supports necessary for success in school: (1 low - 5 high)

- My child is enthusiastic about going to kindergarten;
- As a parent, I understand that a child's success in school depends on support provided at home;
- As a parent, I am able to give my child additional support to help in his/her transition to a new setting with much higher academic demands than he/she encountered in preschool;
- My child did not miss preschool often because of illness or family issues and was eager to attend daily.

Signatures:

Signature of Person Making Referral: _____

Signature of Person Receiving Referral: _____

Return Form(s) to Building Principal

NORTHWESTERN LOCAL SCHOOLS



Early Entrance to Kindergarten-Parent Handout

Please review these steps for meeting eligibility criteria for early entrance to kindergarten as outlined in the *Iowa Acceleration Scales, Third Edition (IAS)*, the only process approved by the Ohio Department of Education. The following respects the Northwestern Local School District Board of Education Policy for children requesting early entrance to kindergarten who will turn 5 years old after August 1st on the year requesting admission to kindergarten but before January 1st of that year.

1. Upon referral, your child will be scheduled to be administered an intelligence test by the school psychologist.
 - A. If your child receives a minimum score of 115, the process will include further evaluation as described in steps two and three.
 - B. If your child does not meet this minimum score of 115, the IAS does not recommend that he/she be considered for early entrance to kindergarten and the process will be concluded.
2. If your child receives a minimum score of 115, on an individually administered intelligence test, he/she will be brought back for further evaluation in the areas of academic achievement, aptitude and social emotional functioning.
3. An acceleration team consisting of the parent, a school psychologist or gifted intervention specialist, a District administrator, and a kindergarten teacher will review data from the Iowa acceleration scale and parental information (which you will be asked to provide), to determine if your child will be recommended for early entrance into kindergarten.
4. Results from the Iowa Acceleration Scale process and any additional assessments given to your child will be compiled into a report. A copy of this report will be provided to you at a meeting explaining the outcome of the evaluation for early entrance, and filed in your child's permanent file.

***It is important to note that an intelligence test score of 115 does not automatically qualify your child for early entrance to kindergarten, it is only a minimum accepted score to qualify for further evaluations and considerations.

SCHOOL ADMISSIONS

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

A student is considered a resident of the District if he or she resides with a parent or parents or a person or government agency with legal custody whose place of residence is within the boundaries of the District.

New entrants at all grade levels will be required to present at the time of enrollment a birth certificate or other document as evidence of birth, or a certified copy of any child custody order or decree, and proof of having received, or being in the process of receiving required immunizations, and copies of those records pertaining to him or her which are maintained by the school most recently attended.

[Adoption date: May 9, 1994]

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

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

ADMISSION OF HOMELESS STUDENTS

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

1. a "doubling up" or sharing the housing with another family due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. awaiting foster care placement;
6. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
7. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings and
8. migratory students.

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

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

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the enrollment, retention and success in school of homeless students;

2. the District does not segregate homeless students into separate schools or separate programs within a school based on the student's status as homeless;
3. it appoints a District liaison who ensures that homeless students enroll and succeed in school and
4. homeless students are provided with education, nutrition and transportation services that are at least comparable to the services provided to nonhomeless students.

Administrators must:

1. provide documentation/evidence of communication disseminated/posted by the District;
2. identify a Homeless Coordinator in the CCIP Address Book;
3. provide evidence of program/information provided to staff regarding the specific needs of homeless students and
4. establish a dispute resolution procedure.

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

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

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

[Adoption date: August 17, 1999]

[Re-adoption date: August 25, 2008]

[Re-adoption date: July 25, 2011]

[Re-adoption date: December 19, 2011]

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

CROSS REFS.: AC, Nondiscrimination
JB, Equal Educational Opportunities

ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District, and must be living with that resident. If legal or permanent custody or legal guardianship of the child has been granted by a court to a resident of the District or a government agency within the District, the child is entitled to attend District schools. In those circumstances, tuition will be paid complying with State law; however, the Board may, by law, accept a child as a resident for up to 60 days on the sworn statement of an adult resident of the District that he or she has begun legal custody proceedings.

The following students are exempt from paying tuition in compliance with State law:

1. a student at least 18 but not yet 22 years of age who resides in the District, lives apart from his or her parents, supports himself or herself and does not possess a high school diploma;
2. a student under 18 years of age who resides in the District and who is married, even though his or her parents live in another school district;
3. a child who has a medical condition which may require emergency attention. The parent of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention;
4. a student residing with a person other than his or her parents if such student has a parent serving outside Ohio in the U.S. Armed Services. The student's parent must file an affidavit with the Superintendent stating (1) that the parent is serving outside the State in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the State and (3) the name and address of the person with whom he or she is living while the parent is outside the State. This tuition exemption may be granted only for a period of up to 12 months;
5. a student who resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan. The student's parent must provide the Superintendent with a sworn statement revealing the location of the house and the parent's intention to reside there. The parent must also provide a statement from a home builder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days;

6. a student under the age of 22, who, because of the death of a parent, is residing in a new school district but wishes to finish the current school year in the District where he or she attended at the time of the parent's death. This exemption is subject to the approval of the Board;
7. students accepted through the interdistrict open enrollment policy;
8. a student who is residing with his or her parent under the care of a shelter for victims of domestic violence;
9. a student who is not a resident of the District, who does not require special education and who resides with his or her grandparent(s) may be admitted without tuition, provided that the Board and the Board of education of the District in which the student's parent is a resident enters into a written agreement showing good cause for the student to be admitted to this District. The grandparent(s) will be required to sign all consent forms required by the District, even if the child would remain in the legal custody of the parent or
10. a student under the age of 22 whose parents move from the District following the commencement of classes during the student's senior year may be permitted to attend school for the remainder of the school year and for one additional semester, provided the Board has approved such a procedure.
11. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the superintendent of the district into which the student wishes to enroll, consenting to the attendance of the student in this District, or the superintendent of that District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendent.

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

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

1. when agreements have been established with other boards of education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law or

2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily.

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

[Adoption date: May 9, 1994]

[Re-adoption date: January 9, 2007]

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

ADMISSION OF NONRESIDENT STUDENTS

The Board may admit, on a tuition-free basis, any nonresident of the District not otherwise eligible to be admitted who meets the criteria set forth under this regulation. The Board reserves the right to impose the following restrictions or limitations upon eligibility:

1. residents who have not been granted a high school diploma (except in the case of a resident who is applying for participation in a vocational education program where the resident was granted a high school diploma while enrolled in a special education program);
2. the class or program is currently operating;
3. the amount of instruction per individual does not exceed 2000 hours;
4. the Superintendent of the District through which the class or program is administered has the authority to admit (such as in the case of a vocational program) and
5. the residents are enrolled in appropriate educational experiences intended to lead to:
 - A. high school graduation;
 - B. completion of the general educational development (GED) test;
 - C. employment or
 - D. the resident is employed by the District and seeks admission to a vocational program related to his or her position with the Superintendent's approval on the basis that the class or program is related to the employee's position.

In determining whether to admit individuals under this regulation, the Board considers factors such as the following:

1. availability of space in the classes or programs;
2. extent to which the classes or programs may need to be modified to accommodate applicants;
3. anticipated success of applicants in the classes or programs as determined by a recognized assessment procedure;

4. financial impact;
5. rules of conduct for admission into, and retention in, classes or programs;
6. the possible impact of any prior felony convictions or other activities of the applicant which could have an adverse effect on other students;
7. a selection process to determine class or program placement when eligible applicants exceed available space and
8. a process for appealing decisions related to admission or retention in a class or program to the Board.

The Board may admit into its vocational education program, or the one in which it participates, on a tuition-free basis and without regard to age any nonresident of the District who, at the time of being granted the high school diploma was enrolled in a special education program approved by the State Board of Education or the Department of Developmental Disabilities.

No student is accepted who is on suspension or expulsion from the district of residence.

Non-Resident Students

Non-resident students are accepted in the District only after the following guidelines have been met:

1. The student must have an acceptable attendance record at his/her previous school(s).
2. The student must have an acceptable behavior/discipline record at his/her previous school(s).
3. The student should have an academic record that reflects an acceptable grade point average in his/her previous school(s).
4. No student is considered for tuition status if, as determined by the Superintendent, the student/teacher class ratio cannot absorb additional students.

5. Special education students are considered on an individual basis through state-established programs such as the Peterson Scholarship and Autism Scholarship provisions.
6. The Board retains the right to revoke at any time the tuition status of any student for reasons related to discipline, poor attendance or any violation of the state code of conduct.

(Approval date: May 9, 1994)

(Re-approval date: January 9, 2007)

(Re-approval date: November 18, 2013)

ADMISSION OF EXCHANGE STUDENTS

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

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

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

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

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

[Adoption date: December 13, 2004]

LEGAL REFS.: ORC 3313.20; 3313.535; 3313.64

CROSS REFS.: IGDJ, Interscholastic Athletics
IGDK, Interscholastic Extracurricular Eligibility
JECB, Admission of Nonresident Students

ADMISSION OF INTERDISTRICT/OPEN ENROLLMENT STUDENTS

Purpose

The Board believes that students, under certain prescribed circumstances, could benefit from interdistrict open enrollment.

Authority

It is the intent and purpose of this policy to specify the general guidelines for the implementation of interdistrict open enrollment for the Northwestern Local School District.

Responsibility

The Superintendent annually prepares or revises administrative guidelines to implement this policy.

Interdistrict Open Enrollment Policy Compliance

The Board permits enrollment of students who are residents of school districts in Ohio provided that program and grade level capacities permit additional enrollment.

The aforementioned capacities are stated in Board policy.

Board-adopted capacities are made available to District building administrators for their use in enrolling students who are residents of school districts in Ohio.

Athletic Releases

The Board grants athletic releases according to OHSAA Bylaws to all resident students who participate in the open-enrollment programs of Ohio school districts.

Bus Transportation

In compliance with Ohio Revised Code (RC) 3313.98, the Northwestern Local School District is not required to alter established school bus routes. The student or his or her family may provide transportation to an established, designated bus stop where space is available on the bus within the Northwestern School District for the purpose of the student's being transported to school. In the event of use of private property, permission of the owner shall be obtained.

Graduation Credits

The Board accepts all credits toward graduation from enrolled students who are residents of school districts in Ohio.

Provision of Information

In compliance with RC 3313.98, the Board provides information regarding open-enrollment policies and regulations to the Superintendents and boards of education of Ohio school districts and, upon request, to parents of students who reside in school districts which are in Ohio.

Special Education Services

Pursuant to RC 3313.98, the Board denies the enrollment of a special education student who is a resident of a school district that is in Ohio and who requires services that are not available in the Northwestern Local School District. Students requiring special education services that are offered in the Northwestern Local School District are obligated to attend the school building where the services specified in the student's IEP are available or are required to attend Northwestern Local School District under the Peterson Scholarship or Autism Scholarship programs — if approved by the Superintendent. Acceptance under these programs is determined by the Northwestern Local School District's individual and overall program capacity and the District's ability to serve the student within the existing program, personnel, financial structures and limitations. District resources as well as student academic and social growth will be major determining factors for acceptance in ensuing years.

[Adoption date: May 9, 1994]

[Re-adoption date: May 12, 1997]

[Re-adoption date: April 13, 1998]

[Re-adoption date: January 9, 2007]

[Re-adoption date: November 18, 2013]

LEGAL REFS.: ORC 3313.97; 3313.98
Chapter 3327
OAC 3301-48-02

ADMISSION OF INTERDISTRICT/OPEN ENROLLMENT STUDENTS

Guidelines for the transfer of students, based upon criteria established by the school's administration and in conjunction with recommendations from officials of the Ohio Department of Education are listed below.

1. Tier I

Applications for interdistrict transfer must be submitted to the Northwestern Superintendent's office between January 1 and June 1 for priority consideration. Applications will be acted upon by June 15. One application must be submitted for each student who requests an interdistrict transfer.

Tier II

All applicants submitted between the dates of June 2 to July 31 will be considered by the Superintendent according to merit of the applicant and additional factors — NOT by order of application. These factors will include but are not limited to:

- A. classroom space;
- B. program space;
- C. student discipline records;
- D. student attendance records;
- E. student academic performance records;
- F. connection to the District (e.g., parent, sibling or relative is a current or former District student, works in the District, etc.) and
- G. other information shared by parents, student and home district.

Tier III

All applications submitted after August 1 may be considered for open enrollment only following a meeting with the Superintendent for discussion of individual circumstances surrounding student needs and unique situations, as well as availability of seats within a particular program.

If a parent of a native student moves to another school district in Ohio during the school year, the student may apply to the Northwestern Local School District for open enrollment status with the local district timelines waived.

Second semester transfers are not normally considered, however, on rare occasions the Superintendent may consider an exception in extreme situations.

The administration determines building assignment, and there is no guarantee that the building assignment will prevail in subsequent years.

All applicants are thoroughly researched by the building principal, which includes the following information:

- A. student grades and test scores;
- B. discipline data;
- C. attendance data and
- D. student special education needs.

In addition, the building principal may require a meeting with the applicant and parent/guardian.

The receiving school superintendent, upon acceptance, notifies the home school superintendent of any student enrolled under open enrollment.

2. All resident students (students in the District entitled to attend Northwestern Local Schools) are given preference on any school placement.
3. Interdistrict transfer may be permitted by the Superintendent slightly above the threshold in particular instances. Otherwise, enrollment of the class (section) being requested at the receiving district cannot exceed the following (with the exceptions of specialized courses as approved by the Superintendent):

<u>Grade</u>	<u>Transfer Threshold</u>
K	22
1-3	23
4-12	25

All grade level maximums are subject to adjustment and influenced by a variety of factors — including specific programs, courses and student class attributes, as well as existing structures and personnel.

4. No student, once accepted by the receiving district, is displaced during the school year should enrollment exceed the limits stated above.
5. Enrollment in a special program, i.e., gifted, LD, DH, etc., will be determined by availability of the program in a given building or district.
6. The status of students enrolled in, or who could be enrolled in, consortium programs in nonresident districts, such as special education programs, are not subject to this policy.
7. Districts are not required to institute any special education programs to serve transfer students. If a student is evaluated for placement in a special education program, representatives of the district of residence must be invited to participate in the placement meeting.
8. All approved transfers are in effect for one school year and may be discontinued at the discretion of the Northwestern Local School District. Nonresident students must re-apply each year.
9. Tier I applicants, applying by June 1, shall be considered on a first-come, first-served basis on the prioritizing system with an assurance that resident students will not be displaced. All students applying after June 1 will be considered on a case-by-case basis.
10. Application Considerations
 - A. Resident Students (native students — included students returning from other options);

Note: In the case of elementary grades, students within the attendance area of a given school have first priority followed by students participating in intradistrict open enrollment.
 - B. Applicants who were residents of the District but moved to another Ohio school district;
 - C. Applicants who have family members who are currently attending or previously attended Northwestern Local Schools;
 - D. Other open enrollment applicants will be prioritized by the date their application was received or by the discretion of the Superintendent or

11. Participating districts will accept no responsibility for the transportation of students to other districts unless it is deemed practical by the administration.
12. Applications may be rejected for any applicant who:
 - A. negatively impacts other student's grades, program or building;
 - B. is deemed likely to pose disciplinary problems (i.e., documented discipline history);
 - C. causes excessive enrollment in grade level, program or building;
 - D. is determined by the Superintendent to be detrimental to the student's welfare or
 - E. has missing, misleading or inaccurate information on the application or records submitted.
13. The Ohio High School Athletic Association rules will determine athletic eligibility. Questions concerning eligibility should be directed to the Association: Ohio High School Athletic Association, 4080 Roselea Place, Columbus, Ohio 43217-3070. Phone 614-267-2502.
14. The Board reserves the right to revoke the admission of any and all students from another Ohio school district enrolled under this policy at any time by the Superintendent's recommendation.
15. Public Information

Information about the District's educational programs and application procedures will be available upon request.

16. Application Procedures

Deadlines:

- | | |
|------------|--|
| January 15 | Interested parents may request information/application materials from the Superintendent's office. |
| June 1 | Open enrollment applications are due in the Superintendent's office. |

- June 15 Parents/guardians informed of acceptance or rejection; acceptance is limited to one school year. For subsequent years, an application must be resubmitted each year.
- Waiting list established, if applicable.
- Home district is notified of the grade level and number of students accepted.
- June 30 Parent must notify the District of their acceptance or rejection of open enrollment. Failure to respond will forfeit their application for that year.
- July 31 Deadline for Tier II consideration
- August 1 All applications on or after August 1 may be considered with the Superintendent's special approval only.
- Friday, first week of school
Last day to inform parents/guardians that their application is being revoked because student stations are no longer available due to increased enrollment of students who reside within the District.

(Approval date: May 9, 1994)
(Re-approval date: April 13, 1998)
(Re-approval date: June 28, 1999)
(Re-approval date: September 4, 2003)
(Re-approval date: November 16, 2006)
(Re-approval date: May 24, 2010)
(Re-approval date: November 18, 2013)

NORTHWESTERN LOCAL SCHOOL DISTRICT
Interdistrict Open Enrollment Application (No Tuition Cost)

Note: **This application must be returned by June 1** for priority consideration to:
Northwestern Board of Education, 7571 N. Elyria Rd., West, Salem, OH 44287

Today's Date: _____ Student SS# _____ Student Date of Birth: _____

Student's Name: _____

Parent/Guardian Name: _____

Complete Mailing Address: _____

Phone: _____ Applying for open enrollment for the _____ school year.

Present school district of residence: _____

School building presently attending: _____

Name of school building requested: _____

Grade level of student for the requested school year: _____

Student(s) *must be* enrolled in district of residence. Are they? Yes _____ No _____

Special Education Program (if applicable): _____

Total number of days suspended or expelled this semester: _____ last semester: _____

ODE Requirement: Birth City: _____ Native Language: _____

Mother's Maiden Name: _____

New High School students: please attach a copy of your latest grade card for scheduling purposes.

My signature certifies that I have read and understand the Interdistrict Open Enrollment Regulations and Guidelines. I understand that my child *must* be registered in my home district of residence.

Signature of Parent/Guardian: _____

(FOR OFFICE USE ONLY)
SSID# _____

Received by: _____ Date: _____ Time: _____

Approved: _____ Rejected: _____

Reason: _____

Signature of Official: _____

INTRADISTRICT OPEN ENROLLMENT APPLICATION

Note: This application must be returned by June 1 to the Board, 7571 N. Elyria Rd, West Salem, OH 44287. Requests will be acted upon not later than June 15.

Student's Name: _____

Parent/Guardian Name: _____

Address: _____

Phone: _____ Applying for open enrollment beginning _____ school year.

Present school building of residence: _____

Name of school building requested: _____

I am requesting that my child be permitted to attend _____ Elementary School, which is outside of his/her home attendance area because _____

Grade level of student for the requested school year: _____

APPLICATION MUST BE RECEIVED NO LATER THAN JUNE 1
Requests will be acted upon not later than June 15

Signature of Parent/Guardian: _____

(FOR OFFICE USE ONLY)

Received by: _____ Date: _____ Time: _____

Approved: _____ Rejected: _____

Reason: _____

Signature of Official: _____

ADMISSION OF STUDENTS
FROM NONCHARTERED OR HOME SCHOOLING

It is the policy of the Northwestern Board of Education to provide consistent application of the prescribed conditions governing the rules for excuses from compulsory attendance for home schooling/education and to safeguard the primary right of parents/guardians to provide the education for their child(ren).

The Board operates under the State Board of Education Rules for Excuses from Compulsory Attendance for Home Education, Ohio Administrative Code Regulations 3301-34-01 through 3301-34-06, which provide for the right of home education and imposes requirements that must be fulfilled by the parent(s)/guardian(s) and student(s) electing this option. All applications for home education by parent(s)/guardian(s) residing within the geographical area of the District must be made through the Superintendent of the Tri-County Educational Service Center.

For the purpose of this policy, “home education” is defined as educational services directed and delivered by the parent or guardian of a child who is of compulsory school age and is not enrolled in a public or nonpublic school. “Nonpublic school” is defined as a school (chartered or not chartered) which operates wholly or in major part outside the system of public schools operated through local, state and federal public resources and under jurisdiction of the Ohio Department of Education.

Children enrolled in nonpublic schools are not the direct educational responsibility of the District. However, the Board and staff share an interest in their education and believe that public school programs are available to all residents of the community if they choose to participate. Therefore, the Board permits part-time enrollment, participation in school activities and access to certain services by children educated in nonpublic schools or at home in accordance with the Ohio Administrative Code as follows:

1. Consideration for part-time enrollment is subject to the building capacity and class or program size and limitations. The final decision regarding admission and location of part-time enrolled students rests with the Superintendent.
2. Students enrolling part-time must be residents of the District and follow regular school enrollment requirements, comply with and be held accountable to the district student code of conduct and be in accordance with the district guidelines as determined by the Superintendent.

The Superintendent is authorized to enroll a Northwestern Local School District resident student who is being educated at home or at another public school or at a nonpublic school in selected courses. Enrollment in courses is governed by capacity limits established by the Superintendent each year. Only full-time students (6 1/2 hours) or students enrolled in the state-approved postsecondary options program are allowed to participate in extracurricular activities. Home schooled/nonpublic school students may participate in District cocurricular activities pending approval from the Superintendent.

Students earning less than 11 high school credits are not considered for valedictorian or salutatorian honors.

[Adoption date: May 9, 1994]

[Re-adoption date: September 4, 2003]

[Re-adoption date: January 9, 2007]

LEGAL REF.: OAC 3301-34-06

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

ADMISSION OF STUDENTS
FROM NONCHARTERED OR HOME SCHOOLING

Procedures for Placement of Students Enrolling from Home Education

Prior to or at the time of part-time enrollment, the child(ren) and parent(s) or guardian(s) shall be provided a copy of policy JECBC and its regulations (JECBC-R) along with a copy of the current building student handbook.

The following procedures and regulations will be observed in administering policy JECBC:

1. Application forms must be completed by the parent(s)/guardian(s) and submitted to the Superintendent on or before August 1 prior to the intended school year of enrollment.
2. Students enrolling part-time must be residents of the District, follow regular school enrollment requirements and will be assigned on a space-available basis. If legal residence is not maintained, enrollment will be terminated pursuant with ORC 3313.64.
3. Part-time enrollment is allowed one time each school year and is expected to be for the remainder of that school year. Attendance must begin with the first week of the school quarter or semester or program or within one week of the date on which the child(ren)'s parent(s)/guardian(s) become legal residents of the District.
4. Part-time enrollment is allowed without regard for the child(ren)'s status as home-educated or enrolled in a nonpublic school, and the Northwestern Local School District assumes no responsibility for the education of the child enrolled part-time except for the course(s) in which the child is enrolled.
5. Approval of part-time enrollment for home-educated students will not be approved if classroom student capacity levels exceed 25 students per class (band/choir are not enrollment limited course offerings).
6. Students enrolling part-time must comply with and be held accountable to the District Student Code of Conduct.
7. Part-time students in grades K-12 are expected to complete all coursework normally required of all students and will be graded similarly for the courses enrolled.
8. A student's grade point average is established for award and class rank purposes only after the student has enrolled full-time and attended school in the District for three consecutive semesters.

9. It is recommended that students take prerequisite coursework normally required prior to course enrollment, or provide documentation as to completion of the required prerequisite courses.

10. A part-time enrolled student is entitled to special education and related services under IDEA, classroom accommodation under Section 504 of the Rehabilitation Act, and/or District intervention assistance team services subject to applicable eligibility requirements and parental consent.
11. Transportation of a child enrolled part-time is the responsibility and obligation of the parent(s)/guardian(s). When the child(ren)'s schedule at school is compatible with established routes and schedules of the District's bus transportation and a space is available, the child(ren) may be permitted to use District transportation. Arrangements for transportation are to be made with the District Transportation Coordinator.
12. Attendance for activities outside the regular school day which may be required for children enrolled in curricular programs or for activities during the regular school day which may be required for children participating in extracurricular programs are the responsibility of the child/parent/legal guardian.
13. The child enrolled part-time is subject to all policies of the Board (including those pertaining to enrollment, immunizations, grading, attendance, fees, conduct) and all procedures (including those pertaining to medical emergency information, program eligibility, reporting absence, consequences imposed for discipline) of the school and the District. Attendance, ethnic and performance data for each child enrolled in public schools in Ohio are collected for building, District and state reports.
14. A child enrolled part-time is permitted to participate at no cost in all District-wide achievement testing programs conducted by the District during the regular testing cycle with the parent/guardian responsible for making arrangements for participation with the school.
15. A child enrolled part-time is required to take the Ohio proficiency tests required for all students at the grade level at which enrolled unless the child is excused under ORC 3301.0711(C)(1) or (2).
16. To be eligible for a grade point average for class rank or for valedictorian or salutatorian honors, a student must enroll full-time for the last three consecutive semesters, excluding summer school.
17. A parent/guardian will provide written notice to withdraw a student from part-time enrollment. An exit interview with the parent/guardian may be requested upon withdrawal.

Full-Time District Enrollment or Re-Enrollment of Students from Home Education

1. The District enrolls or re-enrolls a child who has been home educated without discrimination or prejudice. The Superintendent determines the appropriate

placement of such students in accordance with Section 3319.01 of the Ohio Revised Code.

2 of 4

2. The District may require the child to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age.
3. Returning students are encouraged to re-enter at the beginning of a grading period.

Placement of Students Enrolling from Home Education

Grades K-8

1. Initial placement is made by the Superintendent or designated building principal based upon:
 - A. the age-appropriate grade level;
 - B. review of the results of the most recent annual academic assessment report required by the superintendent of the Tri-County Educational Service Center;
 - C. the age of the child;
 - D. results of standardized achievement tests, if provided, compared to District students of similar age and
 - E. an interview with the child or parent/guardian and/or other evaluation information that may include, but is not limited to, review of the student's work portfolio and other evaluative methods used with the consent of the parent/guardian to determine preparation and prerequisites for the courses or grade level requested.
2. If the assessment report is absent, incomplete or unclear, the District may administer one or more achievement tests to determine the student's readiness for a specific grade. Initial placements may be modified based on assessments results or based on recommendations from the classroom teacher(s) and building principal regarding the student's performance during the initial placement.

Grades 9-12

1. Grade-level assignment is determined by the age-appropriate grade level and the number of credits a student has earned. The minimum number of credits required for assignments to each grade level above the ninth is as follows:

Grade 10	5 credits required
Grade 11	10 credits required
Grade 12	15 credits required

The award of credits is based on evidence included in the academic assessment report and other evaluation information, as deemed necessary by the District, submitted no later than four weeks prior to actual enrollment.

3 of 4

2. Awarding course credits at the high school level for work completed during approved home education is determined by the following:
 - A. The high school principal, counselor, teacher and others, as deemed appropriate by the high school principal or Superintendent, will review all pertinent information and make a decision concerning class placement and awarding credits for work completed while home educated.
 - B. Parents must provide an academic assessment report for each class taken. This information includes, but is not limited to:
 - 1) a portfolio of work done;
 - 2) sample tests and test scores;
 - 3) resources and books used in the class;
 - 4) samples of student work;
 - 5) standardized test scores;
 - 6) courses of study;
 - 7) the number of hours of coursework in each subject and
 - 8) grades from previous schools.Parents may request that their child be administered a semester or final exam to help determine awarding of credit.
 - C. Credits given for coursework in grades 9-12 completed under the direction of a home educator are given a grade of P/F (Pass/Fail) and transcripts denote home education grades and credits assigned.
 - D. Eligibility for National Honor Society is established only after three consecutive semesters prior to the semester in which induction is made.
 - E. Students who request placement in accelerated level courses are required to provide evidence, as determined by the District, and/or readiness for the requested course.
 - F. Students without adequate academic assessment reports and records, as determined by the District, are temporarily placed in a grade and in classes. The student may not take any advanced level or mid-sequence courses during a temporary placement. During temporary placement, the student's credits will be

verified by more complete assessment records and/or by arranging for staff assessments.

(Approval date: September 4, 2003)

4 of 4

ADMISSION OF INTRADISTRICT STUDENTS

The Board believes that students should be permitted to attend their school of choice within the District. The Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall be consistent with State law and shall include:

1. application procedures, including deadlines for application and for notification of students and principals of alternative schools whenever a student's application is accepted. Only students wishing to attend another school need apply.
2. procedures for admitting applicants to other schools include but are not limited to:
 - A. establishing District capacity limits by grade level, school building and educational program;
 - B. requiring that students enrolled in a school building or living in the attendance area of the school building established by the Board be given preference over applicants and
 - C. ensuring that an appropriate racial balance is maintained in the District schools.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.64; 3313.65; 3313.97

ADMISSION OF INTRADISTRICT STUDENTS

The Board of Education will determine attendance areas for the various schools of the District. Boundary lines will be recommended by the Superintendent, who will take into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns. Except as the foregoing factors influence boundary lines, the area established should permit each student to attend the school nearest his or her place of residence.

Students are expected to attend the school in the area in which they live, with such individual exceptions as fall within the Board policy.

Individual exceptions include:

1. Special education placement needs of students.
2. Child care arrangements should be made according to the following criteria:
 - A. Notification to Superintendent's Office must be made by May 1 of the child care giver's address for the following school year.
 - B. After May 1, changes cannot be made if the change is to a different attendance area (not home school).
 - C. All exceptions must have prior approval of the Superintendent or designee and must be for legitimate child care purposes (not for teacher and school preference). Assignment of teachers and students is the legal responsibility of the Superintendent of Schools.
3. Parental requests should be made according to the following criteria:
 - A. Parents of students may apply for placement in other attendance areas where unused student stations exist.
 - B. Unused student stations will be determined to exist if the existing or anticipated student ratios are less than the following:

24:1 kindergarten through 3rd grade
26:1 for grades 4 through 6
 - C. Parents shall agree to have their students remain a minimum of one year in their chosen school.
 - D. Parents shall agree to provide transportation for their child to and from school unless a previously established bus route exists with space available.

- E. Requests for the following school year shall be submitted to the Superintendent's Office.
- F. Attendance of a student in a school, other than his or her home school, shall have the approval of the Superintendent or Superintendent's designee and shall be granted on a year-to-year basis.

1 of 3

- G. Special consideration may be given to the children of resident employees for attending the school in which the employed parent works.

Intradistrict Open Enrollment Process

Step I The parent makes an inquiry by contacting the Board office or school for an application.

Step II Parent sends completed application to Board office: Application is date stamped when received.

Step III Applications are accepted through the summer months. The enrollment, in effect on the last Friday before the beginning of school, will serve as the basis for reviewing requests for that school year.

Applications submitted during the school year will be reviewed on an individual basis. Current enrollment at the time of application will serve as the basis for reviewing requests.

Applications for the following school year will be accepted as of June 1.

Selection Criteria (A=highest priority)

- 1) number of years in building being requested
- 2) other siblings in building being requested
- 3) date of request

The selection criteria listed above will be used if applications exceed available student stations.

Step IV Application approved/not approved by Superintendent/designee; copy sent to parent and affected principals.

Applications are approved for a period of one academic year. Subsequent applications must be submitted annually according to approved guidelines.

Step V Date of transfer is the first day of school for students. During the school year, the principal of the home school contacts parent to set transfer date (upon completion of checkout procedures).

Transportation Guidelines

The Northwestern Local School District will provide transportation according to the following guidelines:

1. Students will only be picked up at an existing stop on an existing route and if space is available on the bus.

2 of 3

2. The bus stop can be no further than one-half mile from the student's home.
3. The walk area traveled by a student from home to the bus stop cannot include hazard areas as defined by the transportation department. Example: walking along Routes 30, 250, 301, 302, 539 or 604.
4. Space available will be defined as less than 85% of the legal capacity of the bus.
(Maximum number of students to be transported on the bus while seated with maximum barrier protection.)
5. When a stop is abolished as a result of a move or change of status of a student for which the stop was originally established, the stop ceases to exist for the purpose of open enrollment. In this situation the parent must provide transportation, or the student will be transferred to his or her home school.

(Approval date: May 9, 1994)

ASSIGNMENT OF STUDENTS TO SCHOOLS

The Board will approve attendance areas. Students will attend the school which serves the attendance area in which their parents or legal guardians reside or, upon acceptance, the student may attend another school pursuant to the District's intradistrict enrollment policy.

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

[Adoption date: May 9, 1994]

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

CROSS REFS.: JC, School Attendance Areas
JECBD, Admission of Intradistrict Students

STUDENT WITHDRAWAL FROM SCHOOL
(Loss of Driving Privileges)

When the Superintendent of the District receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the juvenile judge of the County in which the District is located. 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 County judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

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

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

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3319.321
 3321.13
 4507.061
 20 USC 1232g, 34 CFR Part 99

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. Personal illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
2. Illness in the family. The approving authority may require a written statement from a physician and an explanation as to why the child's absence was necessary.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Medical or Dental Appointment. The approving authority may require a written statement from a physician or dentist and an explanation as to why the child's absence was necessary.
6. Observance of religious holidays. Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. Emergency or other set of circumstances. Circumstances, which in the judgment of the Superintendent of schools constitutes a good and sufficient cause for absence from school.
8. College Visitation. The approving authority may require verification of the date and time of the visit by the college, university, or technical college.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

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

[Adoption date: May 9, 1994]

[Re-adoption date: December 9, 1996]

[Re-adoption date: September 7, 2006]

[Re-adoption date: June 28, 2010]

[Re-adoption date: March 18, 2013]

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

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

STUDENT ABSENCES AND EXCUSES

A limitation is placed on number of absences from class. After a student exceeds the maximum number of absences from any one class, the student will not receive credit for the class work for each and every day of absence from that class after the maximum number allowed.

The maximum number allowed for classes are as follows:

1. Ten days per semester-long course
2. 20 days per year-long course
3. After 20 absences from a year-long course, and 10 absences from a semester course, students will not receive credit for that course.

The following absences would not be counted in the total allowed:

1. any student having a serious, prolonged illness and under a physician's care and with a physician's certificate according to the scope of the illness;
2. absence due to school activity, as approved by the principal;
3. in the event of unusual circumstances, the principal of the building may exempt students from this policy or
4. days missed due to administration of discipline, i.e., suspension, by building principals are not to be included in maximum number.

Students may be excused for up to five school days for vacation purposes if a request is presented to the building principal for consideration in advance of the time requested. Students, while on approved vacations, must be accompanied by one or both of their parents or legal guardian(s). All time used for vacations which result in time absent from school time will count in the 10-20 day policy limit as noted under section for absenteeism.

Parents are to be notified, by letter, of ongoing student absences according to the following schedule, which does not include absences excused by administration.

1. At seven days absent.

2. 10 or more days absent: Any absences in excess of 10 days may result in a truancy mediation meeting. This is at the discretion of the building principal. This meeting may include court and/or social services representatives, school administration and includes both parent and student.

The administration reserves the authority to notify the registrar of motor vehicles to revoke/suspend driving privileges of habitually or chronically truant students, according to ORC 3319.321.

(Approval date: May 9, 1994)

(Re-approval date: June 12, 1995)

(Re-approval date: September 7, 2006)

TRUANCY

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

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

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

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

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

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

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

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

The courts may order the "habitually truant" child not to be absent without legitimate excuse from school for five or more consecutive days, seven or more school days in one school month or 12 or more school days in a school year.

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

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

1 of 2

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

1. providing a truancy intervention program for a habitual truant;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the Registrar of Motor Vehicles or
6. taking appropriate legal action.

[Adoption date: February 12, 2001]

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

CROSS REF.: JED, Student Absences and Excuses

STUDENT DISMISSAL PRECAUTIONS

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

[Adoption date: May 9, 1994]

LEGAL REF.: ORC 3313.20

STUDENT DISMISSAL PRECAUTIONS

Leaving School While in Session

No students may leave the school premises prior to regular dismissal hours without written approval of the principal. No elementary students shall be permitted to leave the school prior to dismissal at the request of, or in the company of, anyone other than a school employee, police official, court officer, a parent or legal guardian of the child, unless permission of the parent or guardian has been secured by the principal.

Late Arrival/Early Dismissal Policy

One-period-per-day late arrival or one-period early dismissal is allowed for seniors. The principal may permit seniors who meet the following qualifications to arrive one period late or leave one period early on a daily basis to facilitate fulfilling employment opportunities:

1. seniors who are enrolled for sufficient credits to graduate but not less than four credits;
2. seniors who are not involved in any disciplinary situations involving expulsions, suspensions or multiple detentions;
3. seniors who are not failing any subjects and are obtaining grades commensurate with their ability;
4. seniors are maintaining acceptable attendance and
5. seniors are employed and continue that employment as verified by the employer's signature. (The employer assumes all responsibilities associated with the employment of the student and agrees to hold harmless the Northwestern Local School District for any actions resulting from employment; further, the employer also agrees, upon termination of employment of the student, to immediately notify the school so that the student's schedule can be amended.)

The above policy will be reviewed mid-term by an advisory committee appointed by the principal to determine its effect on:

1. student achievement;
2. student dropout rate;
3. student participation in local and vocational school program and
4. other factors affecting the student's opportunity to successfully utilize school programs in advancing toward graduation.

Early Dismissal

The following provisions must be met in order for a Northwestern High School student to be given and retain the privilege of a daily early dismissal or late arrival:

1. The student is employed.
2. The parent or guardian assumes full responsibility for the student once he or she has left school property.
3. The parents have made provisions for the student's transportation.

1 of 2

4. The student will leave the school property quietly within five minutes after his or her last class. Students involved in athletics or other after-school activities who have early dismissals must leave the property and may return to school later for their activity.
5. The student and parents are aware that any infraction of the above provisions may result in withdrawal of the early dismissal privilege and the student will be assigned a full schedule for a normal school day.
6. A signed early dismissal form must be on file in the school office.
7. Students must have no failing nine-week grades or grades below their ability levels or the privilege will be revoked.
8. The student must be of senior status based upon credits attained.

Permission for Leaving the School Grounds

Any student having to leave school while school is in session must bring a note from a parent stating the reason, time and who will be picking him or her up. This note will be given to the principal who will verify it and, if need be, call the parent for additional information. All students must sign out in the office when leaving or arriving. No one will leave the school grounds without following the above procedure. Failure to follow the proper procedure will be considered an unexcused absence and truancy. Truancy will result in suspension.

(Approval date: May 9, 1994)

LEGAL REF.: ORC 3313.20

STUDENT ATTENDANCE ACCOUNTING
(Missing And Absent Children)

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

A student, at the time of initial entry into school, shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him or her which were maintained by the school which he or she most recently attended. If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his or her parent(s) or guardian(s). The District staff will provide as much assistance as is reasonable to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his or her designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him or her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice, which will be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

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

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 2901.30
3301.25
3313.205; 3313.672; 3313.96
3319.321; 3319.322
3321.12
3705.05

CROSS REFS.: JEC, Student Admissions
JHF, Student Safety

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Released time for religious instruction is privilege granted by law under which children may be excused form public school during regular session at the written request of the parent in order to receive religious instruction in facilities away from the public school facilities.

In approving release of children for religious instruction, the Board shall assume no responsibility for the amount or character of religious instruction. Neither the District nor its employees shall be responsible for the safety of a child going to or from religious education classes.

Students who do not participate in the released time program for religious instruction shall be provided with meaningful educational activities.

LEGAL REF.: ORC 3313.601

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

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

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: August 17, 1999]

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

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

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee;

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

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

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

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

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

7. evidence regarding the possible danger to other students and employees if the student remains in the District;

1 of 3

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

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

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

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

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

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

Re-admission

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

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

Probationary Admission following Permanent Exclusion

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

If a student requests consideration of probationary admission into this District, the Superintendent may enter into discussions with the student and his or her parent, guardian, custodian or their designee to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.

If a satisfactory plan is developed, then the Superintendent will recommend that the Board allow the student to attend classes within the District. The Board will act on the recommendation within 14 days.

2 of 3

If a student violates the terms of the re-admission plan, then the Superintendent may immediately remove the student pending action by the Board. The Board's action must take place within five days from receipt of the Superintendent's recommendation to revoke the re-admission.

A student in compliance with his or her probationary re-admission plan may request either an extension of the plan for an additional 90 days or for the Superintendent to recommend that the permanent exclusion be revoked.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: JGD, Student Suspension
JGE, Student Expulsion

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States. Most often, the First Amendment, which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

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

These statements set forth the rights of students in the public schools of the District and the responsibilities which are inseparable from these rights:

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

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

A copy of the school discipline code will be posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

[Adoption date: May 9, 1994]

LEGAL REFS.: U.S. CONST. amend. I
U.S. CONST. amend. XIV § 1

CROSS REF.: ABC, Student Involvement in Decision Making (Also JFB)

STUDENT DUE PROCESS RIGHTS

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

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

Due process procedures will conform to the following basic practices:

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

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

[Adoption date: May 9, 1994]

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

CROSS REFS.: JB, Equal Educational Opportunities
JFCG, Tobacco Use by Students
JGD, Student Suspension
JGE, Student Expulsion

STUDENT INVOLVEMENT IN DECISION MAKING

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

[Adoption date: May 9, 1994]

CROSS REFS.: JF, Student Rights and Responsibilities
JFC, Student Conduct

STUDENT CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the Northwestern Local School District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related activity is subject to approved student discipline regulations. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents, via students, annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

The District has installed video surveillance cameras recorders within school buses, throughout school grounds, and inside school buildings in an effort to ensure the safety of students and staff, act as a deterrent to inappropriate or illegal actions, as well as monitor student behavior. This video serves as a record for the District and is admissible for student discipline, staff discipline, training, as well as admissible in court and other legal proceedings as determined by the District. When considering the potential availability of this recorded video, the visual footage of all students and staff shall be considered by administration when determining the appropriateness of sharing this. The recorded video remains District property and is intended for administrative use. The video may be shared with parents, students, and appropriate staff only and only at the discretion of school administration.

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.

[Adoption date: May 9, 1994]

[Re-adoption date: June 23, 1998]

[Re-adoption date: August 26, 2013]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: IGCI, Community Service
JEGA, Permanent Exclusion
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ, Weapons in the Schools
JG, Student Discipline
JGE, Student Expulsion

STUDENT CONDUCT

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including corporal punishment, suspension, emergency removal from class or school and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

1. Disruption in School: A student will not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
 2. Destruction of School or Private Property: A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board).
 3. Fighting, Assault and/or Threat: A student will not physically attack or threaten to attack any person.
 4. Dangerous Weapons, Instruments and Objects: A student will not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.
 5. Narcotics, Alcoholic Beverages and Drugs: A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance which causes physical or mental change.
- * Whenever a student is suspended or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the Registrar of Motor Vehicles and the juvenile judge of the County of the suspension or expulsion. After receiving such notification 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 license. Driving privileges may be restored once the Superintendent notifies the Registrar that the student has satisfied any conditions established by the Superintendent.

Notification to the Registrar of Motor Vehicles and the County judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the County in which he or she resides.

6. Smoking: Students will not be permitted to smoke in school buildings, on school grounds or at any school-related activity.

1 of 2

7. Profanity and/or Obscenity: A student will not, by written, oral, gestural or other means, annoy or humiliate others or disrupt the education process by using profanity or obscenity.
8. Truancy and Tardiness: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, he or she is truant or tardy. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is also considered a serious offense.
9. Insubordination: A student will comply with directions of authorized school personnel during any period of time when the student is properly under the authority of the school. Failure to abide by established rules is insubordination.
10. Inappropriate Dress: A student will not dress or appear in a fashion that:
 - A. interferes with the student's health or welfare or the welfare of others or
 - B. causes disruption or directly interferes with the educational process.
11. Theft: A student will not take or attempt to take into possession the public property or equipment of the District or the personal property of another.
12. Extortion: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
13. Forgery: A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school.
14. Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times when his or her presence may cause disruption of an activity, function or the educational process.
15. False Identification: A student will not use or attempt to use false identification to mislead school personnel.
16. Breaking and Entering: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.

(Approval date: May 9, 1994)

* Refers to new Ohio Revised Code 3321.13; 4507.061

See also Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99.

2 of 2

STUDENT DRESS CODE

In general, the Board believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and the schools. Any form of dress or grooming which attracts undue attention or violates the previous statement is obviously unacceptable.

Requirements include:

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, his or her dress and grooming will not disrupt his or her performance or that of other students or constitute a health threat to himself or herself or other students.
3. Dress and grooming will not be such as to disrupt the teaching-learning process.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.66; 3313.661

CROSS REF.: Student Handbook

DRESS CODE

In answer to the request of many students for clarification of the dress code the following partial list is provided listing those items that are unacceptable.

<u>Shorts</u>	May be worn but must be mid-thigh or longer and must be loose-fitting.
<u>Dresses/Skirts</u>	Spaghetti straps/sun dresses are inappropriate. Hemlines may not be shorter than three inches above the kneecap.
<u>Shirts</u>	Tank tops, bare midriffs, bare backs, tube tops, sleeveless shirts (for boys) and side-vent shirts are inappropriate. Mesh shirts may be worn with undershirt. Clothing which alludes to or displays obscene language or gestures, advertises or implies use of drugs, tobacco, alcohol and sex also inappropriate.
<u>Footwear</u>	Appropriate footwear must be worn at all times.
<u>Sweatpants</u>	Sweatpants may be worn but must be neat, clean, of non-clinging material and may not be used for physical education classes and worn through the day.
<u>Underwear</u>	Appropriate underwear must be worn in appropriate manner. Garments designed as underwear will not be worn as visible outer apparel.
<u>Hair</u>	Hair shall not be styled in a manner which draws undue attention and disrupts the educational process.

Final discretion concerning the dress code rests with the principal according to the Northwestern Board of Education. Additional guidance is located within the Board-approved student handbook for each building.

Students who choose not to abide by this code will be subject to disciplinary action.

One should remember that a dress code exists to ensure that the educational environment will not be disrupted and so that the majority of students will not be adversely affected by the actions of a few. Our manner of dress, among other things, determines the reputation of our school and community.

(Approval date: May 9, 1994)

(Re-approval date: March 12, 2007)

CARE OF SCHOOL PROPERTY BY STUDENTS

Students shall be encouraged by principals and teachers to take good care of school property. Damage of property may also be cause for legal action. This is part of their education. We should especially watch for those students who deface property with pencils and sharp objects, whether it is done maliciously or otherwise. Damage by defacing, misuse or destruction of school property caused by students shall be repaired or paid for by students or their parents or guardians.

[Adoption date: May 9, 1994]

STUDENT CONDUCT ON SCHOOL BUSES

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

Once a student boards the bus, he or she becomes the responsibility of the school authorities. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

The District has installed video surveillance cameras recorders within school buses, throughout school grounds, and inside school buildings in an effort to ensure the safety of students and staff, act as a deterrent to inappropriate or illegal actions, as well as monitor student behavior. This video serves as a record for the District and is admissible for student discipline, staff discipline, training, as well as admissible in court and other legal proceedings as determined by the District. When considering the potential availability of this recorded video, the visual footage of all students and staff shall be considered by administration when determining the appropriateness of sharing this. The recorded video remains District property and is intended for administrative use. The video may be shared with parents, students, and appropriate staff only and only at the discretion of school administration.

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. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

[Adoption date: May 9, 1994]

[Re-adoption date: August 26, 2013]

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

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JG, Student Discipline
Staff Handbooks
Student Handbooks

STUDENT CONDUCT ON SCHOOL BUSES

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. be careful in approaching bus stops; walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
2. be on time at the bus stop order to permit the bus to follow the time schedule;
3. sit in assigned seats; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom;
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that he or she has an important responsibility and that it is everyone's duty to help ensure safety;
6. keep the bus clean and sanitary; refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and might result in a serious accident;
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. not cause deliberate or accidental destruction of any part of the bus while misbehaving; such destruction will require payment by student's parents to restore that bus part to original condition;
11. remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus and
12. not bring on the bus weapons such as guns, firecrackers, chemicals or glass objects. Live animals are not permitted.

Bus stops will be made at the safest possible place and also at central points to accommodate the largest number of students.

Riding to school is a privilege and convenience. Failure of a student to follow these regulations may result in forfeiting the privilege of transportation by school bus.

1 of 2

Discipline

When discipline problems with individual students arise, these steps will be followed:

1. If possible, the driver should solve the problem and complete a disciplinary report.
2. Students are required to take the disciplinary report home and return it with the parent's signature.
3. A second or subsequent disciplinary report will result in denial of bus privileges (from three-10 days) and other possible school disciplinary action. The disposition of the case will be decided by the building principal.
4. Parents have the right to appeal to the Superintendent.

(Approval date: May 9, 1994)

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District. The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur.

Incidents involving initiations, hazings, intimidation's and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

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

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

[Adoption date: August 17, 1999]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661

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

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

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

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

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: August 22, 2011]

[Re-adoption date: August 14, 2012]

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 117.53
2307.44
2903.31
3301.22
3313.666; 3313.667
3319.073; 3319.321

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGAE, Health Education
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
JG, Student Discipline
JHG, Reporting Child Abuse
JO, Student Records
Student Handbooks

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

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

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

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

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

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

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

4. False Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

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

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

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

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

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

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

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

Report to the Custodial Parent or Guardian of the Perpetrator

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

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

Reports to the Victim and His/Her Custodial Parent or Guardian

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

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

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

Police and Child Protective Services

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

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

(Approval date: June 29, 2007)

(Re-approval date: October 26, 2009)

(Re-approval date: August 14, 2012)

TOBACCO USE/ALCOHOL USE/DRUG ABUSE BY STUDENTS

Use of Tobacco

Students are forbidden to use tobacco in the school building or on the school grounds during the school day, or while attending a school-sponsored activity.

Use of the Sobriety Tester

The administration or its designee would use the sobriety tester (breathalyzer) to confirm that a student suspected of drinking an intoxicating substance really has been drinking. Suspicion could constitute any one or combination of the following items, but this list is not to be construed as all inclusive: dilated eyes, smelling of alcohol, slurred speech, apparent dizziness or information of alleged intoxication. Refusal of the student to take the test would be an admission of guilt.

The sobriety tester could also be used by the Sheriff's department to confirm the state of sobriety of any adults in question who may be attending a school function.

Possible Chemical Abuse or Dependency

If a student's behavior and/or achievement indicates possible chemical abuse or dependency, designated school personnel shall share this concern with the family and student involved. Circumstances surrounding the suspected student use will be presented, clarified and discussed. The parents and student will be presented several alternatives for chemical dependency assessment, diagnosis, possible treatment and information. These may include community-based programs or in-school information sessions. The goal of these programs will be to provide assistance to students in trouble with substance abuse. If the student and family fail to seek treatment and/or the chemical abuse dependency symptoms persist, referral may be made to the appropriate County officials.

This policy is to be considered an addendum to present policy on Suspension/Expulsion and "Look-Alike" Drug Provisions.

[Adoption date: May 9, 1994]

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

CROSS REF.: IGAG, Teaching About Drugs, Alcohol and Tobacco

Northwestern Local School District, West Salem, Ohio

PREVENTION OF CHEMICAL ABUSE

The Board recognizes alcohol/drug abuse and dependency to be a serious social problem; furthermore, the Board recognizes the dependency stage of chemical use to be a primary physical illness.

Health problems of youth are primarily the responsibility of the home and community; however, schools share in that responsibility as the community's youth spend a major portion of time therein, and chemical abuse problems often interfere with school behavior, student learning and the fullest possible development of the individual. The schools then should have a major part in early detection of chemical use, abuse and dependence; the protection of students from the promotion and sales of alcohol and nonprescribed drugs and a partnership role with families and other institutions in seeking treatment for the chemically dependent person. Toward this goal, the Board is committed to achieving an environment of high risk for those who would use or abuse all nonprescribed chemicals. This goal, however, cannot be achieved by the schools alone, regardless of funding, staffing ability or program development. The family, religious organizations, police, community health services, mental health and treatment centers and concerned citizens must also play a role if our goal is to be accomplished. A community action team may be formed of school and community people. It will serve as a source of advice and support to the substance abuse program as it functions within the school.

The school does have and will perform specific functions, such as notifying parents of: (1) behavioral signals which may indicate a student's use or abuse or dependency on alcohol or chemicals and (2) approved disciplinary procedures.

In the case of recognized behavioral symptoms, a representative of the school trained in substance abuse intervention will meet with the student and parent(s) to discuss the nature and extent of the observable problem and recommend remedial action. When a student possesses, sells or uses and/or is under the influence of an unprescribed chemical during school or a school-related activity, the student may be suspended, counseled in school, referred to an outside agency and/or reported to the proper law enforcement authorities. The specific course of action will depend upon the attitude of the students, the cooperation of the parents, the seriousness of the offense and the frequency of such offenses. The District will also supply the families (of chemical-using and -abusing students) a list of resources as well as other support services.

The District's schools will also service the community as an informational resource with regard to chemical abuse and dependency. This will be done in a variety of ways including adult education programs regarding chemical abuse, making staff members trained in substance abuse intervention available through a speaker's bureau and facilitating the training of interested community members.

Within the limits of available funds, the staff and student body will be invited and encouraged to develop skills in identifying and working with the substance abuse program; additionally, it is expected that the community will do likewise. In promoting such, the Board believes that education offers one of the most effective tools to counter a potentially deadly problem; further, the Board supports combining and coordinating efforts and recognizes that this problem neither begins at the school door, nor is contained within the geographical limits of the District. This

problem will be resolved only to the degree that every element of the society which it wounds cooperates to effect a solution.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.60; 3313.95
OAC 3301-35-03(H)(1)(a)

INPATIENT TREATMENT

A student who is absent from school in the District because of hospitalization at a treatment center will be treated the same way as any student who requires hospitalization. Hospitalization automatically provides an extension of days absent for the student; credit will not be withheld on that basis. Dependent upon the length of treatment, the student will resume his or her previously scheduled classes when he or she returns to school. It follows that, if treatment extends into the second semester, the new schedule will be followed. If a student has received an “incomplete” during the time of treatment, extended time will be given in order for the student to make up the work. The time limit for make-up work should not exceed four weeks.

If the student had not maintained a passing average in a semester course prior to treatment, advice of a counselor should be sought to determine other alternatives. A “drop” might be necessary to free some time within the student’s schedule to lessen pressure and/or for participation in the various support groups. It is advisable that year-long credit courses be maintained for possible credit.

Guidance counselors should alert the teachers of the returning student to provide good communication and a unified approach in dealing with make-up work. The intent of school personnel is to help the student who returns to school after treatment to maintain his or her sobriety. In addition, the Board hopes to give the student support and encouragement to continue his or her studies.

[Adoption date: May 9, 1994]

DANGEROUS WEAPONS IN THE SCHOOLS

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

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

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm to a school operated by the Board or on to any other property owned or controlled by the Board, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Board may adopt a resolution authorizing the Superintendent to expel a student from school for a period not to exceed one year for bringing a knife to a school operated by the Board or onto any other property owned or controlled by the Board or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person. The resolution may authorize the Superintendent to extend such an expulsion into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student when the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

Permissive language

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

1 of 2

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and Ohio law.

[Adoption date: September 11, 1995]

[Re-adoption date: January 13, 1996]

[Re-adoption date: August 17, 1999]

LEGAL REFS.: ORC 2923.122
3313.66; 3313.661; 3313.662
3321.13
18 USC 921
20 USC 2701 et seq. - Title IX 9001-9005
20 USC 8922

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

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students may be allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours.

First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the end of the school day. Additional violations may result in confiscation and/or appropriate discipline.

The District assumes no liability if these devices are broken, lost or stolen.

[Adoption date: August 17, 1999]

[Re-adoption date: March 12, 2007]

LEGAL REFS.: ORC 3313.20; 3313.753

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

PREGNANT STUDENTS

Educational opportunities are part of the value system of a free society and education in our increasingly complex and technological society is a prerequisite for opportunity to lead a full and productive life; therefore, the Board affirms the right of a pregnant student to continue her participation in the public school program.

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

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

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

Efforts will be made to ensure that the educational program of the student is disrupted as little as possible; that she receives health and counseling services, as well as instruction, and that she is encouraged to return to high school after delivery and complete requirements for graduation.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3321.01; 3321.04

INTERROGATIONS AND SEARCHES

The District has custody of the students during the school day and during extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in exercising its relationship with their children, will employ every safeguard to protect the well-being of those children; nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. That authority is to be exercised sparingly and only when such inspection (search) is reasonably likely to produce tangible results to aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: March 12, 2007]

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

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

INTERROGATIONS AND SEARCHES

Searches of Student Property by School Personnel

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

1. There should be reasonable cause for school authorities to believe that articles kept in the locker, desk or other storage space constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his or her presence and with his or her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

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

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

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

should be called to conduct the search. Parents/guardians should be included when it is feasible to do so.

1 of 2

Searches of Student Property by Police

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

Interrogations by Police

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

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room, and the contact will be made out of the sight of others as much as possible.
2. The school principal must be notified before a student may be questioned in school or taken from a classroom.
3. If possible, a parent or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire.
4. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
5. When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents, the school should do so.
6. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he or she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters which are properly in the realm of the police department.

(Approval date: May 9, 1994)

STUDENT DISCIPLINE

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

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive; however, the most important part of such a statement would be the relationship of the teacher and the principal in discipline situations. Teachers must feel free to consult and work closely with the building principal in any situation in which they may need guidance. This working relationship is one key to desirable discipline and a quality instructional atmosphere.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher will be recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events. Detentions shall be a common form of disciplinary action employed by teachers to correct unacceptable student behavior.

Each case of unsatisfactory behavior by a student will be handled individually. The classroom teacher may take the steps he feels are justified in each case. If the student does not respond to these measures, the teacher will then refer the student to the principal. Detention, Saturday Sessions and suspensions will be among the many means of discipline employed by the principal in attempting to correct or change unacceptable student behavior.

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

The Board is most hopeful that teachers, parents and Board members can work together to promote the best educational interests of the students in this District.

The Board shall require a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. If the parent fails to attend the program, he/she will be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

[Adoption date: June 12, 1991]

[Re-adoption date: August 17, 1999]

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

CROSS REF.: JFC, Student Conduct

CORPORAL PUNISHMENT

Corporal punishment is prohibited and shall not be used as a form of discipline in the District. The Board expects the administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents to promote appropriate, positive behavior.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events are dealt with according to approved student discipline regulations.

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

[Adoption date: May 9, 1994]

[Re-adoption date: May 24, 2010]

LEGAL REFS.: ORC 2903.11
3313.20
3319.41

CROSS REFS.: ECAB, Vandalism
JFC, Student conduct (Zero Tolerance)
JG, Student Discipline
Student Code of Conduct
Student Handbooks

NOTE: House Bill (HB) 1 2009 prohibits corporal punishment in all school districts.

CORPORAL PUNISHMENT

The Board approves the use of corporal punishment in some situations and has established the following regulations for the administering of such discipline.

1. Parents will have the option annually of prohibiting their child from receiving corporal punishment. (JGA-E)
2. Only the building principal or his/her designee is authorized to administer corporal punishment.
3. Corporal punishment should be used as a last resort consequence.
4. The principal will have an employee witness to all corporal punishments.
5. Parents will be advised prior to the use of corporal punishment.
6. Written documentation will be maintained for all corporal punishments administered.
7. Students will be given a maximum of two blows to the buttocks area.
8. Corporal punishment will be administered in a private location away from other students.

The following alternatives to the use of corporal punishment are recommended. As formerly with corporal punishment, these alternatives should also be viewed as last resort options when the following well-executed school and classroom management practices have not been effective:

1. Deny participation in special school and/or noncurricular-related activities.
2. Assign before or after-school detention with 24 hour notice to parents.
3. Assign in-school suspension that is supervised by a responsible adult with curricular-related activities to be performed by the student.
4. Assign out-of-school suspension.
5. Confer with parents on sanctions which are established both at school and at home or contractual agreements whereby the student commits to self-controlling behavior.
6. Refer the incorrigible student to a District counselor, social worker, psychologist and/or clinical specialist.

7. Coordinate District services with social service agencies such as public health, social services, mental health, etc., and/or with private institutions or agencies offering related appropriate services, providing there is no cost to the District.
8. Arrange for a proper evaluation under Section 504 or the IDEA, if there is reason to believe the student's behavior is related to a disability.

It is essential that any of the above alternatives that involve disciplinary actions be conducted in accordance with due process.

(Approval date: May 9, 1994)

(Re-approval date: March 12, 2007)

CORPORAL PUNISHMENT

Dear Parents:

The Northwestern Local Schools permit the use of corporal punishment in the schools. However, you as a parent, in accordance with Ohio Revised Code, have the right to prohibit the use of corporal punishment on your child. Please sign below indicating your choice.

_____ I do not want my child to receive corporal punishment.

_____ The Northwestern Local Schools may use corporal punishment as a disciplinary measure with my child.

Parent/Guardian Signature

Date

CORPORAL PUNISHMENT INCIDENT FORM

Child's Name: _____

Witness: _____

Number of swats (not to exceed two): _____

Parent notified in advance: _____ yes

Reason for use of corporal punishment: _____

Cc: Parent
Student Permanent File
Superintendent

DETENTION OF STUDENTS

Detention of students for disciplinary reasons may be utilized by the building principals or teachers as a consequences for inappropriate behavior. Parents will be notified of any detention occurring outside the regular school hours. Each building principal will establish regulations for their building detention program.

[Adoption date: February 2, 1998]

DETENTION OF STUDENTS

1. After-school detention will be held at Northwestern Elementary School, Middle School or High School as assigned.
2. Students must be present at the prescribed time or will be counted as absent. Transportation will be provided by the parents or guardians. The student must be picked up promptly at the conclusion of the detention.
3. If an emergency situation arises, the parent or guardian should contact the detention teacher by calling the school.
4. Any student who is absent from Detention School without an excuse will have the detention rescheduled with the required time being doubled. (Example: A missed 1 1/2 hour placement becomes a 3 hour placement. A missed 3 hour placement becomes two 3 hour placements.)
5. Students who do not show for their rescheduled detention will be subject to out-of-school suspension or other discipline as determined by the building principal.
6. Any student who is tardy to detention will not be permitted to enter the detention room and will be counted as having an unexcused absence.
7. Students are required to bring school-related materials and assignments. During a student's time in detention, he/she is required to remain totally quiet and work on completing school assignments. If no assignments are available, the individual must engage in reading appropriate materials.
8. Students are to report directly to the detention room and are not to wander around the building.
9. No sleeping will be permitted. If a student insists on sleeping, the detention time will be counted as an unexcused absence and must be repeated.
10. If a student is uncooperative and/or disruptive, the student will be required to leave. He/She will be permitted to make one phone call to arrange for transportation and/or to inform parents that he/she is leaving. Any questions or concerns the parent has must be directed to the building principal during the next school day.
11. In the event of inclement weather, detention will be canceled with student notification.

(Approval date: February 2, 1998)

(Re-approval date: March 12, 2007)

STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days (without an additional recommendation for expulsion). Suspension may extend beyond the current school year if, at the time a suspension is imposed fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

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

The guidelines listed below will be followed for all suspensions.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing with the building principal to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension will be sent to the:
 - A. Superintendent,
 - B. Treasurer and
 - C. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice will contain that information.

Appeal Procedure

Should a parent/guardian or a student who is 18 or older or a student's parent(s) choose to appeal the suspension or expulsion, he/she must do so within 10 days of the notice of suspension. During the appeal process the student will continue serving the assigned suspension. The following is the order and time line of the appeal process:

1. Request for informal appeal by parent/student to Superintendent — within 10 calendar days of the suspension
2. Informal appeal hearing held at time, date, location of the Superintendent's choosing
3. Request for formal appeal by parent/student to the Board — within 10 calendar days of notification of the Superintendent's informal appeal determination
4. Formal appeal hearing held at time, date, location of the Board's choosing
5. Request for appeal filed with the courts by parent/student to the Court of Common Pleas — within 30 calendar days of the Board's formal appeal determination

During the formal hearing with the Board the procedure will be provided in regulations approved by the Board. All witnesses are sworn and a verbatim record will be kept of the hearing, which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school for the length of the suspension or expulsion during the appeal process, which is normal practice.

Appeal to the Court

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

[Adoption date: May 9, 1994]

[Re-adoption date: November 11, 1999]

[Re-adoption date: August 26, 2013]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: IGCI, Community Service
JEGA, Permanent Exclusion
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ, Weapons in the Schools
JG, Student Discipline
JGE, Student Expulsion

STUDENT SUSPENSION

Reasons to be Suspended

1. any offense which interferes with the orderly operation of the school;
2. use or the suspected use of, selling, offering to sell, delivering, transferring or exchanging any of the following as defined by the Ohio Revised Code:
 - A. controlled substance, 3719.01(D);
 - B. dangerous drugs, 4729.02(D);
 - C. drugs, 4729.02(C);
 - D. harmful intoxicants, 2925.01(J)
 - E. counterfeit-controlled substance, 2925.01(P);
 - F. intoxicating liquor or liquor, 4301.01(A)(1);
 - G. beer, malt liquor or malt beverages, 4301.01(B)(2);
3. use or the suspected use of any of the following, unless that use is under the supervision of a medical practitioner and pursuant to a prescription in the name of the offender as defined by the Ohio Revised Code:
 - controlled substance, 3719.01(C);
 - dangerous drugs, 4729.02(D);
 - drugs, 4729.02(C);
4. use of obscene language by speech or through writing;
5. disruptive behavior;
6. refusal to accept disciplinary measures;
7. destruction of school property;
8. smoking on school property or at school activities or
9. repeated offenses known as basic school procedures (tardiness, truancy, etc.).

(Approval date: May 9, 1994)

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent, principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his or her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as is reasonable. In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

If the emergency removal exceeds 24 hours, a due process hearing will be held within 72 hours after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee and will have the right to challenge the reasons for the intended suspension or otherwise explain his or her actions. The person who ordered or requested the removal will be present at the hearing. Within 24 hours of the decision to suspend, written notification will be given to a parent, guardian or custodian of the student and Treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Superintendent or Superintendent's designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and will be given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC Chapter 2506
3313.66; 3313.661

CROSS REFS.: JGD, Student Suspension
JGE, Student Expulsion

STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than 80 days' duration. An expulsion can extend beyond the end of the school year. If there are fewer school days than expulsion days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear on request before the Superintendent or Superintendent's designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear which must not be less than three days nor later than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and Treasurer of the Board.

The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session .

Permanent Exclusion

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

Appeal to the Board

A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent or guardian.

The procedure to pursue such appeal will be in accord with regulations approved by the Board. Notice must be filed within 10 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. Notice of intent to appeal must be made within 10 days of the Superintendent's decision to expel.

1 of 2

Appeal to the Court

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

Any student who is expelled from school for more than 20 days or into the following semester or school year will be referred to an agency which will work towards improving the student's attitudes and behavior. The Superintendent will provide the student and his or her parent/guardian or custodian with the names, addresses and telephone numbers of the public and private agencies.

Expulsion of handicapped students

Expulsion of handicapped students will be in compliance with State and federal regulations.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.66; 3313.661

CROSS REFS.: JEGA, Permanent Exclusion
JGD, Student Suspension
JGDA, Emergency Removal of Student

STUDENT EXPULSION

Reasons to be Expelled

1. using, selling, offering to sell, delivering, transferring or exchanging any of the following as defined by the Ohio Revised Code:
 - A. controlled substance, 3719.01(D);
 - B. dangerous drugs, 4729.01(D);
 - C. drugs, 4729.02(C);
 - D. harmful intoxicants, 2925.01(J);
 - E. counterfeit-controlled substances, 2925.01(P);
 - F. intoxicating liquor or liquor, 4301.01(A)(1);
 - G. beer, malt liquor or malt beverage, 4301.01(B)(2);
2. serious or repeated violations of school policy and procedures or
3. refusal to comply with school policy and procedure.

(Approval date: May 9, 1994)

STUDENT INSURANCE PROGRAM

An accident insurance program is made available to all students of the Northwestern Local Schools. This accident policy affords very broad coverage at a very low premium rate. Students may be covered by insurance for accidents incurred while going to and from school or while engaging in activities under the direction of the school, with the exception of football which has a separate coverage involving an additional premium. All athletes must enroll in the school insurance program to be eligible or verify that their parents have other insurance coverage. A 24-hour coverage plan at a slightly higher premium rate is available.

[Adoption date: May 9, 1994]

[Re-adoption date: March 12, 2007]

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board recognizes the responsibility of the schools to help protect and improve the health of students. The services of a nurse or nurses will be available to the District. The principal is responsible for the administration of the health program.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school will have on file for each student an emergency medical authorization form providing information from the parent/guardian on how the parent or guardian wishes the school to proceed in event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

[Adoption date: May 9, 1994]

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

CROSS REFS.: IGBA, Programs for Handicapped Students
JED, Student Absences and Excuses
JHCB, Inoculations of Students
JHCD, Administering Medicines to Students

PHYSICAL EXAMINATIONS OF STUDENTS

The District requires health records of students on the following bases:

1. Kindergarten and first grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested of all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it will be the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

[Adoption date: May 9, 1994]

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

CROSS REF.: JHCB, Inoculations of Students

INOCULATIONS OF STUDENTS

Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella and mumps is required for each student unless the parent(s) file an objection. The Board also requires tuberculosis examinations in compliance with law. According to State law, parent(s) may file a written objection in lieu of these requirements.

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

All kindergarten students are required to receive hepatitis B and varicella (chicken pox) immunizations.

[Adoption date: May 9, 1994]

[Re-adoption date: November 11, 1999]

[Re-adoption date: March 12, 2007]

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

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

COMMUNICABLE DISEASES

All students of the District with signs or symptoms of diseases suspected as being communicable to others will be given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease will be examined by a school nurse or public health nurse. Upon the recommendation of the nurse, the student may be excluded from school. Re-admission will be dependent upon a decision of a physician, school nurse or public health nurse. In case of doubt, the school physician will be consulted.

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

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.67; 3313.68; 3313.71
3319.321
3701.14
3707.04; 3707.06; 3707.08; 3707.20; 3707.21; 3707.26
3709.20; 3709.21

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

HUMAN IMMUNODEFICIENCY VIRUS (ACQUIRED IMMUNODEFICIENCY
SYNDROME
(AIDS) VIRUS] POLICY

For the purpose of this policy, the term HIV is synonymous with HIV virus (Human Immunodeficiency Virus), ARC (AIDS Related Complex) and AIDS (Acquired Immune Deficiency Syndrome).

The Northwestern Local Board of Education will work cooperatively with State and local health organizations to ensure compliance with the law*. The Board recognizes that HIV is a significant medical and social problem. The Board desires to protect the rights of individual students or employees who may be infected with HIV as well as to protect noninfected students, staff and the public.

Students identified with HIV are expected to be in compliance with the mandatory immunizations for school admittance. Students who are HIV infected may be granted an exemption if immunizations would have a harmful effect on their health. In such cases, the HIV Evaluation Team will work cooperatively with local and State health departments to approve exemption or exclusions. Each student who is identified as HIV positive will be evaluated on a case-by-case basis.

The following factors have provided a knowledge basis for policy and procedure development:

1. The Human Immunodeficiency Virus (HIV) causes AIDS, a disease characterized by a collapse of body's natural immunity against disease.
2. Current medical data indicate that HIV is not transmitted through casual social contact.
3. Current medical data indicate that HIV is transmitted by an exchange of bodily fluids, primarily blood, semen, vaginal secretions and breast milk, although isolation of the virus has also been identified in saliva, urine and tears.
4. A person with HIV infection is highly susceptible to common infectious disease or fatal illnesses due to their immunodeficiency.

*The Office for Civil Rights (OCR) of the US Department of Health and Human Services (DHHS) enforces federal laws that prohibit discrimination by health care and human service providers that receive funds from DHHS. One such law is Section 504 of the Rehabilitation Act of 1973, which protects individuals infected with the Human Immunodeficiency Virus (HIV)--also know as the Acquired Immune Deficiency Syndrome (AIDS) virus--from discrimination.

5. As recommended by the Surgeon General, Ohio State Department of Education, Center for Disease Control and the American Academy of Pediatrics, most school-aged children with HIV infection should be allowed to attend school in an unrestricted manner, with the approval of their physician.

1 of 6

6. Since the diagnosis of HIV infection may stigmatize the person, confidentiality of all records and information will be strictly adhered to. Only those persons authorized by a signed release or court order will have access to such information.
7. Because HIV infection is a progressive disease, periodic medical and educational monitoring will be conducted by an evaluation team which will evaluate each case on an individual basis, using the latest public health information.
8. The use of the District Infection Control Program, specifically universal precautions, lowers the risk of transmission of most infectious diseases.

Because of the severity of the disease, the lack of any known effective treatment of the disease and the considerable concern about this disease which is evidenced by the public, this policy is adopted.

HIV ADVISORY COMMITTEE

The president of the Board of Education 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 a physician who specializes in communicable disease. The functions of the HIV Advisory Committee will be as follows:

1. to keep informed regarding the latest medical developments and information regarding HIV; the Committee should pay particular attention to information regarding possible transmission of the disease in the school setting and means of minimizing risks of such transmission;
2. to advise the Board regarding policies and regulations and any changes which the Committee recommends in such policies to the Board;
3. to advise the Board regarding the District's HIV education program;
4. to develop guidelines for Board consideration in hygienic practices in schools and
5. to assist any student, parent or employee who is seeking information about HIV.

HIV EDUCATION PROGRAM

The Board directs the administration, with the advice of the HIV Advisory Committee, to develop a program for educating persons regarding HIV. The program should provide a plan for making information about HIV available to students as a part of the adopted health curriculum. The program should include in-service training for teachers, administrators and nonteaching employees. The Board and administration will utilize other public agencies in providing information about HIV to the public. In developing such programs, it is expected that information from sources such as the National Centers for Disease Control, the Ohio

Department of Health and the Ohio Department of Education will be utilized. One of the purposes of the education program will be to help dispel fears based upon erroneous information or a lack of information.

2 of 6

HIV EVALUATION TEAM

The Board believes, based upon current medical information, that each student or employee who is diagnosed as having HIV is entitled to an evaluation of his or her medical condition. Decisions regarding the advisability of a particular student or employee continuing to attend or work in the schools of this District will be made only after consideration of all available information regarding the physical condition of that individual. To conduct these evaluations the Board will appoint an HIV Evaluation Team. That team will consist of an administrator designated by the Superintendent, the individual's primary care physician, the school physician (as designated by the Board for this purpose) and a physician specializing in infectious diseases. The school physician shall act as the chairman of the HIV Evaluation Team to identify any secondary infection which poses a health risk to others.

After an evaluation by the HIV Evaluation Team, that Team shall make a recommendation to the Superintendent regarding the future attendance of a student or the future employment of an employee infected with HIV. After considering the recommendation of the HIV Evaluation Team, the Superintendent shall assign the student to school unconditionally or to school under restrictive conditions, or he or she may recommend to the student's parents that the student be provided home instruction. Based upon the same evaluation, the Superintendent may assign the employee to return to his or her usual place of employment unconditionally or to a work assignment under restrictive conditions, or the Superintendent may seek to have the employee utilize sick leave or be placed on a leave of absence. In general, an HIV-infected individual is eligible for reasonable accommodation.

CONFIDENTIALITY

The Board recognized the need to protect the individual rights and the health of persons infected with HIV and the rights and health of those not infected. The Board believes information concerning the health of any student or employee should be treated confidentially and should be made known only to those who are required to have such information and only (in the case of the student) with parental consent. The parents will also need to submit a list to the Superintendent of people already knowledgeable of the status of the student. In the case of a student, the Superintendent, building principal, school nurse and student's teachers should be informed of any physical condition which may require special attention or medication, including HIV. In the case of an employee, the Superintendent, building principal and the employee's immediate supervisor should be informed of any physical condition, including whether or not an individual is infected with HIV.

INFECTION CONTROL FOR HIV/AIDS/BLOOD-BORNE PATHOGENS

A. UNIVERSAL PRECAUTIONS--RECOMMENDATIONS FOR THE HANDLING OF BLOOD AND BODY FLUIDS IN SCHOOLS*

The school district will comply with any regulatory standards applicable to all or part of the district.

While HIV infection has not been transmitted through fluids such as saliva or urine, all body fluids may harbor a number of other organisms that are potentially infectious. All schools should therefore evaluate current procedures for handling spilled blood and body fluids to ensure proper cleaning and disinfection. It is recommended that:

3 of 6

1. Surfaces soiled with blood, semen, or other fluids containing blood, should be thoroughly washed with soap and water, then disinfected with a solution of freshly prepared household bleach and water $\frac{1}{4}$ cup bleach per gallon of water) or any other Environmental Protection Agency (EPA)-approved disinfectant.
 - A. Personnel cleaning the spill should wear gloves and wash hands thoroughly when finished.
 - B. Disposable towels should be used whenever possible.
 - C. Mops should be thoroughly rinsed in the disinfectant solution.
2. Other bodily fluids such as urine, feces, vomitus, etc. that has no visible blood should be contained with paper towels or other absorbent materials and discarded. The surface can be cleaned with any detergent solution.
 - A. Good sanitation practices consist of avoiding direct contact with body fluids when possible.
 - B. Mops should be thoroughly rinsed in the detergent solution.

For an injury that results in bleeding, such as nosebleeds, cuts, lacerations, etc., the person assisting the child should wear gloves whenever possible. Direct contact with blood is remotely, potentially infectious when there are breaks in the skin, as in severe chapping or eczema. Proper handwashing (soap and running water for 15 seconds) significantly reduces the risk of infection from contact with all potentially infectious body fluids, whether or not gloves are worn.

*These recommendations are from the Ohio Department of Health, AIDS Activities Unit, Communicable Disease Division.

All contaminated items which are being disposed of shall be placed in a plastic bag, sealed and then placed in a trash container which is lined with another plastic bag.

These recommended precautions are appropriate to prevent the spread of ALL infectious diseases, including the common cold, influenza, impetigo, ringworm and other common diseases that affect students and teachers during the school year.

The basis principle promoted in this guideline in the use of universal precautions at all times to protect everyone from getting infectious diseases. Positive outcomes from using universal precautions will be fewer student and staff absences and students learning universal precautions as teachers model appropriate responses.

Applying the principles of universal precautions should also reduce the concern of not knowing if a student or other staff member has an infection. Infected persons may not know that they are infected or may not share this information. This is especially true about HIV-infected persons.

4 of 6

- B. Athletic Program--All universal precautions, as listed above, should be followed when applicable. Further recommendations explicit to the Athletic Program are referenced under Appendix A in the Coaches and Student Handbooks.
- C. Infection Control Supplies--All school administrative offices, classrooms, coaches' offices and trainers shall be furnished with those supplies necessary to perform the universal infection control procedures.
- D. An annual in-service training session shall be conducted for all school personnel to inform and remind them of the policies set forth in this HIV policy. This in-service meeting shall be preferably scheduled at the beginning of each school year.
- E. Upon adoption of this HIV policy by the Northwestern Board of Education, a copy shall be placed in all teachers', coaches', and students' handbooks. Copies shall also be distributed and brought to the attention of all support personnel including secretaries, supervisors, custodians, cooks, bus drivers and help provided through any agency placement program such as the County work crew, summer student placement program, etc.

Whenever a substitute is utilized in any certificated or noncertificated positions, attention will be made of these policies.

APPENDIX A: HIV PRECAUTIONARY MEASURES AND PROCEDURES*

1. Athletes infected with HIV should be allowed to participate in all competitive sports. This advice must be reconsidered if transmission of HIV is found to occur in the sports setting.
2. A school physician counseling a know HIV-infected athlete should inform him or her of the theoretical risk of contagion to others.
3. The physician should respect a HIV-infected athlete's right to confidentiality. This includes not disclosing the patient's status of infection to the participants or the staff or athletic programs.
4. All athletes should be made aware that the athletic program is operating under the policies in recommendations 1 and 3.
5. Routine testing of athletes for HIV infection is not indicated.
6. In addition to the universal precautions listed in the Board Policy Book these specific precautions should be followed in the Athletic Department:
 - A. Skin exposed to blood or other body fluids visibly contaminated with blood should be cleaned as promptly as is practicable, preferably with soap and

warm water. Skin antiseptics (e.g., alcohol) or moist towelettes may be used if soap and water are not available.

5 of 6

- B. Even though good hand-washing is an adequate precaution, water-impervious gloves (latex, vinyl, etc.) should be available for staff to use if desired when handling blood or other body fluids visibly contaminated with blood. Gloves should be worn by individuals with nonintact skin. Hands should be washed after glove removal.
- C. If blood or other body fluids visibly contaminated with blood are present on a surface, the object should be cleaned with fresh household bleach solution made for immediate use as follows: 1 part bleach in 100 parts of water, or 1 tablespoon bleach to 1 quart water (hereafter called “fresh bleach solution”). For example, athletic equipment (e.g., wrestling mats) visibly contaminated with blood should be wiped clean and fresh bleach solution and allowed to dry before re-using.
- D. Emergency care should not be delayed because gloves or other protective equipment are not available.
- E. If the care giver wishes to wear gloves and no gloves are readily available, a bulky towel may be used to cover the wound until an off-the-field location is reached when gloves can be used during more definitive treatment.
- F. Each coach and athletic trainer should receive training in first aid and emergency care and be provided with necessary supplies to treat open wounds.
- G. For those sports with direct body contact and other sports where bleeding may be expected to occur the following guidelines are to be followed:
 - 1. If a skin lesion is observed, it should be cleansed immediately with a suitable antiseptic and covered securely.
 - 2. If a bleeding wound occurs, the individual’s participation should be interrupted until the bleeding has been stopped and the wound is both cleansed with antiseptic and covered securely or occluded.
- H. Saliva does not transmit HIV. However, because of potential fear on the part of those providing cardiopulmonary resuscitation, breathing (Ambu) bags and oral airways for use during cardiopulmonary resuscitation should be available in athletic settings for those who prefer not to give mouth-to-mouth resuscitation.
- I. Coaches and athletic trainers should receive training in prevention of HIV transmission in the athletic setting; they should then help implement the recommendations suggested above.

*These recommendations are from the American Academy of Pediatrics

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.67; 3313.68; 3313.71
3319.321
3701.13; 3701.14
3707.04; 3707.06; 3707.08; 3707.20; 3707.21; 3707.26
3709.20; 3709.21

6 of 6

PEDICULOSIS (HEAD LICE)

Control of Head Lice

When a child is excluded from school due to head lice, the following procedure will be followed:

1. The parents will be given written instructions for the treatment of the child, other family members and contacts and the environment. The instructions will include:
 - A. use of a specific head lice shampoo available at drugstores without prescription; (If a child has a medical card, the Health Department can provide a prescription; the instructions on the package should be followed carefully.)
 - B. the need to remove nits (eggs) from the hair by using a special fine-toothed comb or by sliding them off the hair shaft with fingertips.
2. The child can return to school the day after initial treatment if all nits have been removed. Some proof of treatment must be provided (boxtop from preparation used note from parent or doctor. The child will be re-examined upon return to school.
 - A. If not nit-free, the child will again be sent home after parents have been contacted.
 - B. When parents notify the school of finding head lice in their child's hair, all children in that classroom will be examined for evidence of lice.

[Adoption date: May 9, 1994]

ADMINISTERING MEDICINES TO STUDENTS

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

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent, guardian or other person having care and charge of the student must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable in civil damages for administering or failing to administer the drug, unless he or she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

[Adoption date: May 9, 1994]

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

CROSS REF.: EBBA, First Aid

GUIDELINES FOR DEVELOPMENT OF REGULATIONS
REGARDING DISPENSATION OF MEDICATION

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

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

(Approval date: May 9, 1994)

ADMINISTERING MEDICINES TO STUDENTS
(Use of Epinephrine Autoinjectors)

Anaphylaxis is a severe systemic allergic reaction to allergens that is rapid in onset and can result in death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insects, medications, peanuts, soy, wheat, etc. A severe allergic reaction can occur immediately with death resulting within minutes. Often an epinephrine injection is the only difference between life and death. In an effort to protect our children, the District has adopted this epinephrine autoinjector policy.

Emergency Epipens — For the Prescribed and Unprescribed

District schools may stock and have available epipens donated by pharmaceutical companies. Currently a program exists by which each school is anticipated to receive two epipens per building. These are in measured doses and kept in the nurse's clinic in each building.

These epipens are designated for use in emergency situations in which an individual — student, staff, or visitor — shows symptoms of anaphylaxis and an allergic reaction is suspected.

These epipens are designated to be administered by the school nurse or by a trained staff member in an emergency situation when deemed necessary. However, should a trained nurse, medical professional, parent or individual trained in the administering an epipen not be available, a Good Samaritan does have express authority to access and administer a dosage — whether during the school day, at an afterschool event, meeting or other activity. This location could be inside the school building or outside the school building — on school premises.

According to Good Samaritan Law, Ohio Revised Code and HB 296, neither a school district nor a Good Samaritan administering shall be held liable for any act or failure to act in good faith in utilizing an epipen.

Symptoms of anaphylaxis:

1. Shortness of breath, tightness of chest; difficulty in or absence of breathing
2. Sneezing, wheezing, or coughing
3. Difficulty swallowing
4. Swelling of lips, eyes, face, tongue, throat, or other
5. Low blood pressure, dizziness, fainting
6. Heart beat complaints: rapid or decreased
7. Blueness around eyes, eyelids, or lips
8. Sweating or anxiety
9. Itching, with or without hives; raised red rash in any area of the body
10. Skin flushing or color becomes pale

11. Hoarseness
12. Sense of impending disaster, doom, or approaching death
13. Loss of bowel or bladder control
14. Nausea, abdominal pain, vomiting or diarrhea
15. Burning sensation, especially in the chest or face
16. Loss of consciousness

One or multiple symptoms can occur, indicating anaphylaxis. *Epinephrine should be administered promptly at the first sign of anaphylaxis. It is far safer to administer epinephrine than to delay treatment for anaphylaxis.*

It is important for staff, students and others to remain aware when encountering exposure to insects stings, animals, plants and unusual foods. Remaining aware of participants who have a history of anaphylaxis is very important. It is also important to remain aware of the symptoms of anaphylaxis.

Training

The District shall see that a core group of administrators and staff are trained in recognizing signs and symptoms of anaphylaxis, as well as the administration of autoinjectable epinephrine when needed. These are the individuals with the most immediate access and/or likelihood of being available during such an episode. These individuals include, but are not limited to: nurse, principal, athletic director, secretaries, physical education teachers and athletic trainer. This training will be conducted annually.

Storage

Epinephrine should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (59-86 degrees F). Epinephrine should not be maintained in a locked cabinet or behind locked doors. Staff should be made aware of storage locations in each school.

How Administered

A pre-measured dose of epinephrine is delivered via an autoinjector into the outside of the outer thigh. The autoinjector is designed to work through clothing. Be sure to point the autoinjector the correct direction and *do not* place your thumb behind the autoinjector, as it may puncture your thumb if the direction is reversed.

The typical dose of epinephrine is 0.3 milligrams for larger elementary students through adults (55+ lbs.). Smaller children — typically toddler through average second grade (below 55 lbs.) — require a smaller dose, which may be available in a child epipen located in the elementary school. The District intends to retain an adult epipen autoinjector in the middle school, an adult epipen autoinjector in the high school, as well as one adult and one child epipen autoinjector in the elementary school.

Note the attached recommended “guidelines” and “post-event actions.”

Student Prescribed Epipens

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

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

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

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

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

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

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

Post-Event Actions

1. Once/at the same time epinephrine is administered, local Emergency Medical Services (911) shall be activated and the student transported to the emergency room for follow care.
2. Remember to Note: In some reactions, the symptoms go away, only to return one to three hours later. This is called a “biphasic reaction.” Often these second-phase symptoms occur in the respiratory tract and may be more severe than the first-phase symptoms. Therefore, follow-up care with a healthcare provider is necessary. The student will not be allowed to remain at school or return to school on the day epinephrine is administered.
3. Notify family (parents/guardians).
4. Document the event.
5. Complete incident report.
6. Replace epinephrine stock medication immediately.

Guidelines

For suspected anaphylaxis without specific orders:

1. Based on symptoms, determine that an anaphylactic reaction is occurring.
2. Act quickly. It is safer to give epinephrine than to delay treatment. *This is a life and death decision.*
3. Determine the proper dose and administer epinephrine. Note the time.
4. Direct someone to call 911 and request medical assistance. Advise the 911 operator that anaphylaxis is suspected and that epinephrine has been given.
5. Stay with the person until emergency medical services (EMS) arrives.
6. Monitor their airway and breathing.
7. Reassure and calm person as needed.
8. Call school nurse/front office school personnel and advise of situation.
9. Direct someone to call parent/guardian.
10. If symptoms continue and EMS is not on the scene, administer a second dose of epinephrine five to 15 minutes after the initial injection. Note the time.
11. Administer CPR if needed.
12. EMS to transport individual to the emergency room. Document individual's name, date and time the epinephrine was administered on the used epinephrine autoinjector and give to EMS to accompany individual to the emergency room.
13. Even if symptoms subside, 911 must still respond and individual must be evaluated by a physician. A delayed or secondary reaction may occur.
14. Document the incident and complete the incident report.

15. Replace epinephrine stock medication as appropriate.
16. There should be diagrams of all the epinephrine autoinjector options available for school staff to view.

(Approval date: September 22, 2014)

PSYCHOLOGICAL TESTING OF STUDENTS

Psychological testing service is provided by the County Board of Education. This is a comprehensive study of the child's academic and social development. Intervention assistance teams are to be established prior to testing.

[Adoption date: May 9, 1994]

STUDENT SAFETY

The objectives of safety instruction in the District will include the following:

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

Instruction in courses in industrial arts, science, homemaking, art, physical education, health and safety will include and emphasize safety and accident prevention.

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

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

The Board will provide for instruction in personal safety and assault prevention in grades kindergarten through six. Upon written request of a parent or guardian a student shall be excused from taking such instruction.

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

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.74; 3313.96
3705.05

Northwestern Local School District, West Salem, Ohio

3737.73
4107.31

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

STUDENT AUTOMOBILE USE

Students driving cars to school are to park them on the school parking ground from the time of arrival in the morning until dismissal time in the afternoon and not move them without a permit from the principal. Motor scooters and motor bikes of any kind require the same type of permission to be used at noon or while school is in session as do regular automobiles. The parking lot in front of the building is reserved for school personnel and visitors.

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must park in the student parking area.
2. Driving from the school grounds during school hours is not permitted unless approved in the main office.
3. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted.
4. Sitting in cars during the school day is not permitted. Students must leave their car within one minute after arrival at school.
5. Students may not enter the parking lot during the school day unless permission is obtained from the office.

[Adoption date: May 9, 1994]

REPORTING CHILD ABUSE

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

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

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

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: October 11, 2004]

[Re-adoption date: June 28, 2010]

LEGAL REFS.: ORC 2151.011; 2151.421
3313.662; 3313.666
3319.073

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

NOTIFICATION ABOUT SEX OFFENDERS

Upon notification of the Superintendent by the Sheriff that a known sex offender subject to community notification is residing within the District, the following actions shall be taken:

The Superintendent shall identify the school(s) located in the area where the sex offender subject to community notification resides and alert the appropriate building principal(s) of the resident, giving to the principal all relevant information including but not limited to a picture of the person, if available.

The principal receiving the identification information shall disseminate such to employees whose duties include supervision or responsibility for students as well as to custodial personnel and all others who are responsible for monitoring the presence of non-school personnel on school property.

The Superintendent shall request the transportation supervisor to identify the bus route(s) and stop(s) within the area where the sex offender subject to community notification resides and provide identification information to the bus drivers operating those routes.

If any staff member observes a known sex offender subject to community notification on or near school grounds or a bus stop area, he/she shall immediately notify the principal who in turn shall notify the Superintendent.

The Superintendent shall notify the local law enforcement agency if the presence of the sex offender subject to community notification appears to be without a legitimate purpose or otherwise creates concern for the safety of students.

Upon notification of the Superintendent by the Sheriff of a known sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students only that he/she has received notice that a sexual offender subject to community notification is residing within the specified geographical notification area and that certain information concerning the person is a public record and is open to inspection, under ORC 149.43, at the office of the Sheriff with whom the person is registered.

Upon notification of the Superintendent by the Sheriff of a resident sexual offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the Sheriff with whom the person is registered.

[Adoption date: March 9, 1998]

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

Northwestern Local School District, West Salem, Ohio

CROSS REF.: GBQ, Criminal Record Check

EMPLOYMENT OF STUDENTS

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

Work Permits

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

In-school Employment

Part-time and summer jobs may be open to students commensurate with their abilities and the needs of the school for student help. The Board also authorizes the District to provide cooperative work-experience programs.

The Board will approve appointments and establish pay rates. These rates will comply with requirements of the minimum wage law.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3313.56; 3313.93
3321.08-3321.11
3331.01-3331.15
Chapter 4109
4111.02

Immigration Reform and Control Act of 1986, Pub. L. No. 99-603 (1986)

CROSS REFS.: IGADA, Work-Experience Opportunities
JEG, Exclusions and Exemptions From School Attendance

STUDENT GIFTS AND SOLICITATIONS

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

The following guidelines are in effect.

1. Teachers discourage gifts from students. Notes of appreciation are appropriate.
2. Charity or general solicitations from students are permitted only after written approval has been given by the Superintendent. The Superintendent annually approves all solicitations which are permitted in the schools.
3. There is no solicitation of money from local industry, businesses, District residents, parents or by any school organization without the approval of the Superintendent. All solicitations and fund-raising activities by student groups must be in compliance with the District's policy on student fund-raising activities.
4. When the graduating class wishes to present a gift to the school, it is encouraged to donate the balance of the class fund to a school service project, the school scholarship fund or to present a gift that has long-lasting benefit to all students in the District.
5. Permission is never given for the school to sponsor nonschool fund raisers or to provide for student involvement in such activities.

[Adoption date: May 9, 1994]

[Re-adoption date: December 13, 2004]

LEGAL REF.: ORC 3313.20

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

STUDENT FEES, FINES AND CHARGES

Materials Fees

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

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

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. In addition, the District charges a reduced 50% of fees for students qualifying for the Reduced Lunch Program. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction. However, All Sports and other support organizations have supported those students unable to afford extracurricular and school-related expenses. The building principal and/or athletic director should be contacted for assistance in hardship situations.

Students will not pay a general course fee for dual credit or post-secondary educational options (PSEO) courses. However, there may be a course fee for consumables as approved annually. In addition, those students who have failing scores will be charged for the course, in which case they will be required to reimburse the District.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

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

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

Collection of Student Fees and Fines

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

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

Collection Process

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

[Adoption date: May 9, 1994]

[Re-adoption date: December 13, 2004]

[Re-adoption date: November 14, 2005]

[Re-adoption date: May 24, 2010]

[Re-adoption date: July 25, 2011]

[Re-adoption date: November 18, 2013]

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

CROSS REFS.: IGCB, Experimental Programs
IGCD, Educational Options (Also LEB)

WAIVER OF SCHOOL FEES

Dear Parent:

ONE FORM PER STUDENT

If you are currently receiving funds from the Federal School Lunch Program, Aid to Dependent Children (ADC) or Ohio's Disability Assistance Program, you are eligible for a waiver for any fees associated with participation in a course of study. (The waiver shall not apply for fees charged for participation in occurrciular or extracurricular activities.)

If you believe you are eligible for this waiver, please complete this form and return it promptly to the building principal. If you have any questions, contact the building principal or the Superintendent's office.

I, _____ (parent or guardian), believe my child (please provide the name of child you have in school for whom you are requesting Fee Waiver or Reduction) is eligible for waiver or reduction of fees.

Name: _____ Grade/Teacher: _____

I voluntarily disclose the following information to enable the District to determine eligibility for this waiver. I have included documentation verifying such.

_____ My children have been approved for the Reduced Lunch Program (50% Fee Reduction).

_____ My children have been approved for the Free Lunch Program.

_____ I currently receive assistance from ADC.
ADC Case Number _____

_____ I currently receive funds from the State's Disability Assistance Program.
Case Number _____

Signature of Parent or Guardian Date _____

School Use Only:

Received By: _____ Date: _____

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with Ohio law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

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

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

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

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

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant federal law, specifically the Federal Educational Rights and Privacy Act (FERPA) and

4. the right to acquire information concerning the procedure which the parent/guardian or eligible student should follow to obtain copies of this policy and the locations from which these copies may be obtained, as well as any fees to be charged for such copies.
*(See administrative regulations.)

1 of 3

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information," and it will disclose that information without prior written consent, except when the request is for a profit-making plan or activity:

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

Administrative regulations will set forth a procedure for annual notification to parent(s)/guardian(s) and eligible students of the District's definition of directory information. Parent(s)/Guardian(s) or eligible students will then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials will have access to student education records for legitimate education purposes. The District will use the criteria set forth under administrative regulations to determine who are "school officials" and what constitute "legitimate educational interests."

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

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

[Adoption date: May 9, 1994]

[Re-adoption date: November 11, 1999]

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974, Pub. L. No. 93-380,
§ 438, 88 Stat. 57-79 (1974)

ORC 149.41

1347.01, et seq.

3313.50

3317.031

3319.32; 3319.321; 3319.33

3321.12; 3321.13

3331.13

OAC 3301-35-02(B)(4)(b); 3301-35-03(E)

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

DEFINITIONS

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

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

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

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

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

1 of 11

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

1. A personal record kept by a school staff member which meets the following tests:
 - A. It was made as a personal memory aid.
 - B. It is in the personal possession of the individual who made it.
 - C. Information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the District. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)
3. Alumni records which relate to the student after he or she no longer attends classes provided by the District and the records do not relate to the person as a student.

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

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the District will provide building handbooks containing a notice to parents and eligible students of their rights under State and federal law and under this policy. The handbook will include a packet of material provided parents or eligible students when the students enroll during the school year.

The notice will include the following:

1. the right of a parent or eligible student to inspect and review the student's education records;
2. the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. the right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading or in violation of student rights. This right includes the right to a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;

4. the right of any person to file a complaint with the Department of Education if the District violates the FERPA and

2 of 11

5. the procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

LOCATIONS OF EDUCATION RECORDS

<u>TYPES</u>	<u>LOCATION</u>	<u>MONITOR</u>
<u>All Cumulative School Records</u>	School Principal's Office; all others in the office of the guidance counselor, High School.	School Principal
<u>Cumulative School Records (Former Students)</u>	School Principal's Office; all others in the office of the guidance counselor, High School.	School Principal
<u>Health Records</u>	School Principal's Office; all others in the office of the guidance counselor, High School.	School Principal
<u>Speech Therapy Records</u> <u>Psychological Records</u>	School Principal's Office; all others in the office of the guidance counselor, High School.	School Principal
<u>School Transportation Records</u>	School Bus Garage	Supervisor of Transportation
<u>Special Test Records</u>	School Principal's Office; all others in the office of the guidance counselor, High School.	School Principal
<u>Occasional Records</u> (Student education records not identified above such as those in Superintendent's office, in the school attorney's office, or in the	Principal will collect and make available at student's school	School Principal

personal possession of teachers)

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

The school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site; however, if parents and eligible students wish to inspect records where they are maintained, school principals will accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records which he or she wishes to inspect.

The principal will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies at the exact location or records brought to a single site).

The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education records, the District will arrange for the parent or eligible student to obtain copies of the records. (See below information regarding fees for copies of records.)

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

FEES FOR COPIES OF RECORDS

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

1. the student has an unpaid financial obligation to the school or
2. there is an unresolved disciplinary action against the student which warrants the denial of copies.

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

1. when the refusal to provide copies effectively denies access to a parent or eligible student;

4 of 11

2. at the request of the parent or eligible student when the District has provided the records to third parties by the prior consent of the parent or eligible student or
3. at the request of the parent or eligible student when the District has forwarded the records to another school in which the student seeks or intends to enroll.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be \$1.00.

DIRECTORY INFORMATION

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

1. the student's name;
2. the names of the student's parents;
3. the student's address;
4. the student's date of birth;
5. the student's class designation (i.e., first grade, 10th grade, etc.);
6. the student's extracurricular participation;
7. the student's achievement awards or honors;
8. the student's weight and height, if a member of an athletic team;
9. the student's photograph and
10. the school or district which the student attended before enrollment in the District.

Within the first three weeks of each school year, the District will publish in the student handbooks the above list, or a revised list, of the items of directory information which it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks in which to advise the District in writing (a letter to the school Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the record custodians to indicate the items which the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

5 of 11

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials. An official is:

1. a person duly elected to the Board;
2. a person certificated by the State and appointed by the Board to an administrative or supervisory position;
3. a person certificated by the State and under contract to the Board as an instructor;
4. a person employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his or her performance as a substitute or
5. a person employed by, or under contract to, the Board to perform a special task such as a secretary, a Treasurer, Board attorney or auditor for the period of his or her performance as an employee or contractor;

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

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

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

1. when a student seeks or intends to enroll in another school district or a postsecondary school. The District will not further notify parents or eligible students prior to such a transfer of records. Parents and eligible students have a right to obtain copies of records transferred under this provision;
2. when certain federal and State officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;

3. when parties who provide, or may provide, financial aid to students need the information to:

- A. establish the student's eligibility for the aid;
 - B. determine the amount of financial aid;
 - C. establish the conditions for the receipt of the financial aid or
 - D. enforce the agreement between the provider and the receiver of financial aid.
4. if a State law adopted before November 19, 1974 required certain specific items of information to be disclosed in personally identifiable form from student records to State or local officials;
 5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
 6. when accrediting organizations need those records to carry out their accrediting functions;
 7. when parents or eligible students claim the student as a dependent;
 8. when it is necessary to comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision and
 9. if the disclosure is an item of directory information and the student's parent or the eligible student has not refused to allow the District to designate that item as directory information for that student.

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

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

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

1. a specification of the records to be released;

2. the reasons for the disclosure;
3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;

7 of 11

4. the parent or student's signature and
5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

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

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

The record will include at least:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request and
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

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

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

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

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

8 of 11

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

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

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

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

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

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

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

The request will be dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he or she will: study the request; discuss it with other school officials (the person who made the record or those who may have a professional concern about the District’s response to the request); make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

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

9 of 11

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

Third-level decision. The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the Board (in executive session). He or She will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and indicate a date when the decision will be made.

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

If the Superintendent decides the records are correct, he or she will prepare a letter to the requester which will include:

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

Fourth-level decision--After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

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

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

The Superintendent will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation; however, the District's decision will be based solely on the evidence

10 of 11

presented at the hearing. The Superintendent may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent will take one of the following actions:

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

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

ADOPTION

The Board of the District adopted this student records policy at its May, 1994 meeting and thereby directs and authorizes the appropriate school officials to establish and put into effect the procedures to implement the policy beginning May 9, 1994.

Copies of the policy will be available for parent and eligible student review in the principal's office of each school building and at the Superintendent's office.

(Approval date: May 9, 1994)

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS
(Restraint and Seclusion)

Positive Behavioral Interventions and Supports (PBIS)

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

Prohibited Practices

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

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

Restraint

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

Restraint may be used only:

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

Seclusion

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

Seclusion may be used only:

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

Repeated Dangerous Behaviors

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

Training and Professional Development

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

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

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

Data and Reporting

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

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

Monitoring and Complaint Processes

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

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

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

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

[Adoption date: July 22, 2013]

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

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