

Book Policy Manual

Section Vol. 42, No. 2 - February 2024

Title Vol. 42, No. 2 - February 2024 Policy Disposition Sheet

Code 02 - Disposition Sheet

Status 1) Reading and Review

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**DISPOSITION OF NEW/REVISED/REPLACEMENT
POLICIES FOR BOARD ADOPTION**

VOL. 42, NO. 2 - FEBRUARY 2024

Coding for District-Specific Edits

*1 = drafted by District staff

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Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po2623	04/17/2024			
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po4124	04/17/2024			
po4140	04/17/2024			
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po8660	04/17/2024			

Book	Policy Manual
Section	Vol. 42, No. 2 - February 2024
Title	Vol. 42, No. 2 - February 2024 Revised STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES
Code	po2623
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Adopted	June 10, 2008
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Last Reviewed	March 20, 2024

Revised Policy - Vol. 42, No. 2

2623 - STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES

The Governing Board shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this Educational Service Center ("Center").

The Board shall administer the State-mandated tests (e.g., diagnostic assessments, and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated, test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one (1) or more of the State-mandated, tests to the State Board of Education.

The Center shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

- A. administration of State-mandated, tests (e.g., diagnostic assessments and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;

- D. (X) the aggregate results of each school-wide, program-wide, and Center-wide test be made part of the public record.

Summer remediation services shall meet the following conditions:

- A. the remediation methods are based on reliable educational research
- B. testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services
- C. the parents of participating student will be involved in programming decisions
- D. the services will be conducted in a school building or community center and not on an at-home basis

The Board shall keep records for each student including the following:

- A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
- B. a list or designation of which tests are required and which tests are not required
- C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
- D. score for each test taken, required or not
- E. whether each student attained the requisite performance standard designated for each required test
- F. what if any tests must still be taken
- G. whether or not intervention must be provided, and
- H. for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the Center shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team. Accordingly, the student's IEP shall require that the student/s/he take:

- A. the required assessments in the same manner as other students;
- B. the required assessments with accommodations appropriate for the student's/his/her disability; or
- C. an alternate assessment that has been approved by the State Department of Education.

Book	Policy Manual
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2623.02 - THIRD GRADE READING GUARANTEE

All students entering the third grade are expected to demonstrate a certain level of competency in reading before advancing to the fourth grade.

In accordance with State law, the Superintendent shall develop a program for the annual assessment of the reading skills of each student at the end of first, second, and third grade and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level. (X) The assessment may be administered electronically using live, two-way video and audio connections whereby the teacher administering the assessment may be in a separate location from the student.

The Educational Service Center ("Center") shall provide intervention services to students whose assessments show that they are failing to make satisfactory progress toward attaining the academic standards for their grade level.

Definitions

"On track" means ~~any~~ student who is reading at or above the student's grade level based on previous end-of-year standards expectations by September 30th.

"Not on track" means ~~any~~ student who is not reading below the student's grade level based on previous end-of-year standards expectations by September 30th.

Assessment of Reading Skills Program

- A. Diagnostic assessments in reading, as approved by the Ohio Department of Education and Workforce ("DEW") (~~DEW~~), shall be given by September 30th of each year for students in grades one (1) through three (3) kindergarten through Grade Three (3), with the exception of students with significant cognitive disabilities or other disabilities as authorized by the DEW on a case-by-case basis. For kindergarten students, the kindergarten readiness assessment shall be administered not earlier than the first day of July of the school year and not later than the 20th day of instruction for that school year November 1st, except the language and readiness skills portion of the assessment shall be administered by September 30th. For students enrolled in first, second, or third grade, the diagnostic assessments in reading shall be administered at least once annually (R.C. 3313.608, 3313.0715).

The Center shall administer each applicable diagnostic assessment to any student who transfers into the Center or into a different new school within the Center who did not take a diagnostic assessment at the student's previous school during the current school year unless the student is excused from taking the assessment as provided for in the preceding paragraph. The diagnostic assessment(s) shall be administered within thirty (30) days of transfer (R.C. 3313.0715).

After the administration of any diagnostic assessment, the Center shall provide to each student's parent a copy of the student's completed diagnostic assessment, the results of such assessment, and any other accompanying documents used during the administration of the assessment. The preceding documents and information shall be included in any reading improvement and monitoring plan(s) developed with respect to the student. The Center shall also submit to the DEW the results of the diagnostic assessments administered pursuant to this section, except the

The Center may alternatively assign a teacher with less than one (1) year of teaching experience, provided the teacher meets at least one (1) of the criteria (a-f) set forth above and the teacher is assigned a qualified teacher mentor. The student **also** may receive reading intervention or remediation services from a duly licensed speech-language pathologist.

Finally, nothing in this Policy shall prevent a teacher, other than a student's classroom teacher (i.e., teacher of record), from providing the requisite reading intervention or remediation services to the student, so long as the assigned teacher has at least one (1) year of teaching experience, satisfies at least one (1) of the criteria (a-f) set forth above, and both the classroom teacher and the building administrator agree to the assignment. Such an assignment must be documented in the student's reading improvement and monitoring plan.

Reading Improvement and Monitoring Plan (RIMP)

A reading improvement and monitoring plan will be provided until the student achieves the required level of skill in reading for the student's current grade level. The RIMP developed for students identified as "not on track" shall include:

- A. identification of the student's specific reading deficiency;
- B. a description of ~~proposed~~ supplemental instructional services and support that will be provided to the student to remediate the identified reading deficiencies;
- C. opportunities for the student's parent/guardian to be involved in the instructional services **and support**;
- D. a process to monitor the implementation of the student's instructional services **and support**;
- E. a reading curriculum during regular school hours that assists students to read at grade level, provides scientifically based and reliable assessments, and provides initial and ongoing analysis of each student's reading progress;
- F. a statement that if the student does not attain at least the equivalent level of achievement **designated under pursuant to R.C. 3301.0710(A)(3) on the assessment prescribed to measure skill in English language arts expected by the end of third grade**, the student may be retained in third grade; and
- G. high-dosage tutoring opportunities aligned with the student's classroom instruction through a State-approved vendor on the list of high-quality tutoring vendors, or a locally approved opportunity that aligns with high-dosage tutoring best practices. High-dosage tutoring shall include additional instruction time of at least three (3) days per week, or at least fifty (50) hours over thirty-six (36) weeks.

Beginning with the 2024-2025 school year, the Center will utilize evidence-based reading intervention programs that focus on intensive, explicit, and systematic instruction in phonetic awareness, phonics, vocabulary, fluency, comprehension, and writing from a list developed by the DEW. The Center will not use and will not seek a waiver to use the three-cuing approach to teach students in grades pre-kindergarten to five (5) who have a RIMP except as permitted by law.

Reporting Requirements

All assessment results and determinations shall be compiled and maintained by the Center. The Center shall comply with all reporting requirements of Ohio's Third Grade Reading Guarantee.

Promotion/Retention

No student shall be promoted to the fourth grade who does not attain at least the equivalent level of achievement designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711(C), or one (1) of the following applies:

- A. the student is an English Learner who has been enrolled in United States schools for less than three (3) full school years and has had less than three (3) years of instruction in English as a second language program; or
- B. the student is a child with a disability entitled to special education and related services under R. C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under State law; or
- C. the student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education and Workforce (DEW); or
- D. all of the following apply:

This policy shall be reviewed and updated periodically as necessary.

A.C. 3301-13, 3301-35

R.C. 3301.079, .0710, .0711, .0714, .0715, ~~3313.608, 3313.608(D), 3313.6012, 3313.6028~~

R.C. 3313.608, 3313.608(D), 3313.6012, 3313.6028

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A.C. 3301-13, 3301-35

R.C. 3301.079, .0710, .0711, .0714, .0715

R.C. 3313.608, 3313.608(D), 3313.6012, 3313.6028

Book	Policy Manual
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Revised Policy - Vol. 42, No. 2

3120.04 - EMPLOYMENT OF SUBSTITUTES

The Governing Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall recommend and the Board shall approve substitutes to replace temporarily absent regular staff members and fill new positions. Substitute teachers whose license limits them to teach for only one (1) semester in a class will be approved by the Board before the start of each semester. Employment of substitute teachers may be terminated when their services are no longer required.

Substitutes must possess a valid Ohio professional ~~license~~, ~~license or~~ substitute teaching ~~license, or pre-service teaching permit~~ license to serve as a substitute. No professional staff member employed in a position for which licensure is required may be paid until evidence of such appropriate licensure for the subject area, grade level, ~~or~~ position, etc. has been received by the Superintendent and transmitted to the Treasurer.

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

Substitutes may be required to undergo a tuberculosis examination in accordance with law and at the direction of the Ohio Department of Health or the local health department.

In order to retain well-qualified substitutes for service in this Center, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute employed for more than sixty (60) days in one (1) specific position will be placed at the minimum salary on the current teachers' salary schedule (e.g., BA/0) and will be eligible for fringe benefits provided to regular teachers, including sick leave.

Casual or daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school.

R.C. ~~3307.381(A)~~, 3317.13, 3319.10, 3319.36, 3319.39, 3319.101, 3319.0812

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Legal R.C. 3317.13, 3319.10, 3319.36, 3319.39, 3319.101, 3319.0812

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3140 - TERMINATION AND RESIGNATION

Termination

The employment contract of a professional staff member may be suspended and/or terminated in accordance with law, upon a majority vote of the Governing Board, for good and just cause, including disclosing a question to a student on a State-mandated assessment. In such cases, the Board shall abide by due process, statutory procedures, and the applicable terms set forth in any collectively-bargained agreement.

Any professional staff member who fails to maintain a required license, certificate, or permit throughout the term of employment will be immediately suspended without pay and such failure is grounds for termination.

Notice of termination shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.

Resignation

A professional staff member may resign in accordance with law and the applicable terms of any collectively-bargained agreement.

☒ A resignation, once accepted by the Board, may not then be rescinded. ~~END OF OPTION~~

Reporting Professional Misconduct

The Superintendent (or Board President where either the Superintendent and/or Treasurer has engaged in misconduct) will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of licensed professional staff members in those specific circumstances set forth in State law and Policy 8141, including a conviction of the professional staff member of certain enumerated crimes and/or for conduct which is determined to be unbecoming to the teaching profession in conjunction with the non-renewal or termination of a professional staff member, or resignation by a professional staff member under threat of same and/or during the course of an investigation of conduct reasonably determine to be unbecoming to the teaching profession.

Reports of any investigation regarding whether or not a professional staff member has committed an act or offense for which the Superintendent or Board President is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the professional staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that professional staff member's license or permit, the report(s) of any investigation will be moved to a separate public file.

A.C. 3301-73-21

R.C. 3319.02, 3319.15, 3319.16, 3319.31, 3319.39, 3319.151, 3319.161, 3319.313

~~R.C. 3319.39~~

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4124 - EMPLOYMENT CONTRACT

The Governing Board ~~requires~~, requires for the mutual protection of the Educational Service Center and the classified staff ~~member, member~~ that every newly employed person in a classified position including regular hourly rate and per diem classified staff sign an initial employment contract for a period of not more than one (1) year.

The employment contract shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract. In order to ensure employment, the applicant must sign the contract and abide by the policies of the Board which pertain to ~~the applicant~~ him/her.

If classified staff are rehired, their three (3) subsequent contracts shall be for a period of two (2) years each. At the end of the third of these two (2) year contracts, if the classified staff member is renewed, it will be under a continuing contract.

Notice of the Board's intention not to re-employ a classified staff member shall be given on or before the first day of June. ~~Notice shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.~~

Annual salary notice for the succeeding contract year shall be provided to classified staff no later than the first of July.

Salaries provided to classified staff by contract may not be reduced unless such reduction is part of a uniform plan affecting the nonteaching employees of the entire ESC.

~~{DRAFTING NOTE: Most collective bargaining agreements with non-teaching unions are silent on the issue of contract sequence and renewal/nonrenewal. If so, this policy provides local districts with concise language that parallels the law. However, if your agreement spells out a different sequence (for example, a probationary period followed by continuing contract status) then an additional sentence should be added:}~~

~~{ } For classified staff who are employed in positions within a recognized bargaining unit, employment contracts and sequence will be determined in accordance with the terms and conditions set forth in the collective bargaining agreement.~~

~~{END OF OPTION}~~

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Legal R.C. 3319.081, 3319.082, 3319.083

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4140 - TERMINATION AND RESIGNATION

The employment of a classified staff member may, upon a majority vote of the Governing Board, be suspended and/or terminated for violation of Board policies and in accordance with the criteria and procedures set forth in the ~~() Civil Service rules, (X) Ohio Revised Code, () applicable terms of any collectively bargained agreement, END OF OPTIONS~~ as appropriate.

☒ It is the policy of the Board that classified staff who are not going to be rehired be given an opportunity to resign.

Notice of the Board's intention to terminate a classified staff member shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.

Any classified employee who fails to maintain a required license, certificate or permit throughout the term of employment will be immediately suspended without pay and such failure is grounds for termination.

A classified staff member under contract may resign by filing a written resignation with the Treasurer or the Superintendent at least thirty (30) days prior to the effective date of the resignation, unless an earlier date is permitted by the Board.

☒ A resignation, once accepted by the Board, may not then be rescinded.

Reporting Professional Misconduct

The Superintendent will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of certain classified employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a Student Activity Permit), in those specific circumstances set forth in State law and Policy 8141, including a conviction of the staff member of certain enumerated crimes and/or in conjunction with the non-renewal or termination of a licensed staff member, or resignation by a licensed staff member under threat of same and/or during the course of an investigation, for conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not a licensed classified staff member has committed an act or offense for which the Superintendent is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the classified staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that classified employee's license or permit, the report(s) of any investigation will be moved to a separate public file.

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5310 - HEALTH SERVICES

The Governing Board may require students of the Educational Service Center to submit to periodic health examinations to:

- A. ☒ protect the school community from the spread of communicable disease;
- B. ☒ verify that each student's participation in health, safety, and physical education courses meets the student's individual needs;
- C. ☒ verify that the learning potential of each child is not lessened by a remediable physical disability.

The Center may provide or request parents to provide:

- A. ☒ dental examinations;
- B. ☒ tests for communicable disease;
- C. ☒ vision and/or audiometric screening;
- D. ☒ scoliosis tests.
- E. ☒ **[OTHER]** _____.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body but does not include a hearing, vision, or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within **ten (10)** days after receipt of the Board's annual public notice.

Concussion

Any student who has been removed from a physical education class, athletic practice, or competition by a teacher, coach, or referee because the student is exhibiting signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any physical education class, athletic practice, or competition for which the

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~~Revised Policy - Vol. 42, No. 2~~

~~8600—TRANSPORTATION~~

~~It is the policy of the Governing Board will to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law. Such laws and rules shall govern any question not covered by this policy.~~

~~School buses () and vehicles other than school buses [END OF OPTION] shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the Educational Service Center ("Center") to which they are assigned or to their nonpublic or community schools. The Superintendent may substitute smaller buses for reasons of economy or efficiency of operation.~~

~~Children living beyond the following walking limits shall be entitled to bus transportation:~~

- ~~A. Kindergarten at Noon = _____ mile(s)~~
- ~~B. Kindergarten in Morning, or afternoon = _____ mile(s)~~
- ~~C. Grades one (1) through six (6) = _____ mile(s)~~
- ~~D. Grades seven (7) through eight (8) twelve (12) = _____ mile(s)~~
- ~~E. Grades nine (9) through twelve (12) = _____ mile(s)~~

~~Exceptions to the foregoing limits may be made in the case of a student who is temporarily or permanently disabled permanently disabled child who has been so certified by a physician and in the case of adverse safety conditions. Transportation for students who are not entitled to transportation under State law will not be reduced after the start of the school year.~~

~~Transportation of eligible vocational or special education children between their home areas and schools outside the Center's boundaries shall be arranged through the use of Board owned vehicles, through cooperation with other districts/ESCs, through commercial carriers, and/or by other means in the most efficient and economical manner. The governing authority of a community school shall provide or arrange for transportation free of charge for any eligible special education student enrolled in the community school for whom the student's individualized education program specifies transportation.~~

~~Transportation to and from school shall be provided for each student residing in the Center's boundaries and attending a State chartered nonpublic school on the same basis as established for resident students as set forth above, subject to the following limitation. Transportation will only be provided if it requires thirty (30) minutes or less of direct travel by a school bus during normal travel times as measured from the school building to which the student would be assigned in the Center. Transportation shall be provided each day in which the nonpublic school is open with students in attendance (excluding Saturdays and Sundays except by agreement between the entities entered into by July 1st in any year). Chartered nonpublic school students who are transported by the Board may be assigned to ride on buses upon which resident students are also assigned. Notwithstanding the above, the Center will provide transportation as a related service to students with disabilities who live within the Center boundaries and attend a nonpublic school if the Center is provided with~~

enrolled in the community school. If the governing authority unilaterally accepts the transportation responsibility, the DEW Department of Education shall make payments to the community school for each student actually transported calculated in accordance with existing State law governing the calculation of transportation payments to the Center from the State and any rules implemented by the DEW Department of Education and that otherwise would be paid to the Center.

~~[] The Board is not required to provide transportation to students enrolled in a chartered nonpublic or community school that has offered to provide transportation in lieu of the Center providing it.~~

~~[] The Board is not responsible for providing transportation to students who receive transportation from an educational service center participating in the Pupil Transportation Pilot Program.~~

~~Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every transported resident student, but not more than one-half (1/2) mile for students in grades PK through eight (8). The Board shall approve the bus routes and time schedule annually no more than ten (10) days after the start of the school year. The Superintendent is authorized to make any necessary changes in the approved route and shall inform the Board at the next regular meeting. Students receiving transportation will be delivered to school no sooner than thirty (30) minutes before the start of school and will be picked up no later than thirty (30) minutes after dismissal.~~

~~The Board authorizes the installation and use of video recording devices in the school buses () and vehicles other than school buses [END OF OPTION] to assist the drivers in providing for the safety and well being of the students while on the vehicle bus.~~

~~The Board authorizes the use of a school vehicle other than a school bus (e.g., a van) van designed to carry nine (9) passengers or less plus a driver instead of a school bus to transport students to a chartered nonpublic or community school if all of the following apply:~~

- ~~A. the number of students in the vehicle does not exceed nine (9);~~
- ~~B. the Center regularly transports students to that chartered nonpublic or community school;~~
- ~~C. the driver has a valid driver's license, is accustomed to driving the vehicle, and meets statutory and administrative requirements to drive that vehicle for a bus or motor van driver (with the exception of having a commercial driver's license);~~
- ~~D. the driver may not stop on the roadway to load or unload passengers;~~
- ~~E. the driver and all passengers are expected to comply with State laws regarding child and occupant restraint devices and safety while in the motor vehicle.~~

~~[DRAFTING NOTE: School bus drivers meet the qualifications to drive vehicles other than school buses. Districts may require that the driver complete other training modules, such as school van driver training. An individual does not need a CDL to drive vehicles other than school buses.]~~

~~School vehicles other than school buses Vans will be inspected not less than two (2) times each year by a qualified mechanic who will determine whether the vehicle van is safe to transport students.~~

Transporting Homeless Students

~~Students meeting the Federal definition of homeless will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian, or unaccompanied minor, to the same extent as all other students of the Center and consistent with this Policy. If the homeless student's temporary residence is located outside the boundaries of the Center, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the district in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.~~

Travel Times for the Transportation of Children with Disabilities

~~The Transportation Department, in consultation with the Department of Student Services/Special Education, shall generally be responsible for determining reasonable travel times for the transportation of children with disabilities. Travel time shall begin upon initial pickup of the child and end with the final arrival at the school or home destination. The Board directs that the determination of reasonable travel time shall be made on a case-by-case basis. In determining the reasonable travel time applicable to a child, the Transportation Department shall consider the following factors: age of child, condition of~~

Book	Policy Manual
Section	Vol. 42, No. 2 - February 2024
Title	Vol. 42, No. 2 - February 2024 Revised BUS DRIVER CERTIFICATION
Code	po8600.04
Status	1) Reading and Review
Last Revised	March 12, 2024
Last Reviewed	March 20, 2024

Revised Policy – Vol. 42, No. 2

8600.04 – BUS DRIVER CERTIFICATION

It is the policy of the Governing Board that all bus drivers obtain and hold proper certification under standards for school bus drivers established within the Ohio Revised Code. It is also the purpose of this Board to protect its students from drivers whose certification is invalidated by the Ohio Point Law or point standards of this Educational Service Center.

A copy of each new school bus driver's complete driving record must be obtained from the Ohio Department of Education and Workforce ("DEW") prior to allowing the school bus driver to operate a school bus or school vehicle van for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the DEW/Ohio Department of Education to determine that such drivers have:

- A. no more than six (6) points within the last twenty-four (24) month period;
- B. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past ten (10) years (i.e., not been convicted of a violation of R.C. 4511.19) or a substantially equivalent municipal offense;
- C. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01(H) during the last twenty-four (24) month period:
 1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;
 2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
 3. violation of a law of this State or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;
 4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;
 5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;

A. information pertaining to the bus driver has been submitted to the DEW Ohio Department of Education, including the name of the Board, name of the bus driver, driver's driver license number, date of birth, date of hire, status of physical evaluation, and status of training; and

B. the most recent criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent.

Book	Policy Manual
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Revised Policy—Vol. 42, No. 2

~~8640—TRANSPORTATION FOR NON-ROUTINE FIELD AND OTHER CENTER-SPONSORED TRIPS~~

~~The It shall be the policy of the Governing Board shall to use school buses and/or vehicles other than school buses (e.g., vans) regular or special purpose school vehicles for transportation of passengers on field trips and other Educational Service Center sponsored trips.~~

~~The transportation for all field trips and other Center sponsored trips is to be by vehicles owned or approved by the Center and driven by approved drivers. Exceptions must have the approval of the Superintendent.~~

~~☐ The Board shall assume transportation costs for ☐ all field trips ☐ a certain number of approved field trips as specified in the Superintendent's administrative guidelines **[END OF OPTION]**.~~

~~☐ The Board shall will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.~~

~~☐ The Board shall will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid ☐ by the sponsoring organization ☐ from the designated fund **[END OF OPTION]**.~~

~~☐ The Board shall will provide the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge and personnel charge shall will be assessed to cover the cost of the driver and fuel. This charge is to be paid ☐ by the sponsoring organization ☐ from a designated fund **[END OF OPTION]**.~~

~~☐ Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

~~☐ All field trips shall be supervised by members of the staff. All other Center sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the Center and while they are waiting for rides home.~~

~~☐ All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.~~

~~☐ Center students not affiliated with the trip activity, noncenter students, and/or children of preschool age shall not be permitted to ride on the trip vehicle. ☐ without prior approval of the principal.~~

~~☐ No student is allowed to drive on any trip. An exception may be made by the director on an individual basis provided the student's parent(s) provides written authorization and release from liability using Form 5515 F2—Parental Authorization and Release From Liability Form ☐ and does not transport any other student ☐ and does not transport any other student without the parent(s) of the student to be transported in such vehicle providing written authorization and release from liability using Form 5515 F2—Parental Authorization and Release From Liability Form. In addition, the parent(s) of the approved student driver must provide written authorization for the student to transport others and release from liability using Form 5515 F2—Parental Authorization and Release From Liability Form **[END OF OPTIONS]**.~~

Book	Policy Manual
Section	Vol. 42, No. 2 - February 2024
Title	Vol. 42, No. 2 - February 2024 Revised TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES
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Revised Policy – Vol. 42, No. 2

8650 – TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES

~~It is the policy of the Governing Board shall to provide transportation to students via Board owned and operated school vehicles other than school buses (hereinafter, "school vehicles") vans when the use of school buses is not reasonable. School vehicles vans shall only be used for the transportation of nine (9) or fewer passengers, not including the driver, in accordance with the original design and construction of the vehicle. Students shall not be transported in larger passenger vehicles vans (e.g., non conforming extended van type vehicles) carrying ten (10) passengers or more (particularly twelve (12) to fifteen (15) passenger vans).~~

~~Similar to school buses, school vehicles vans shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the Center to which the students are assigned or to their nonpublic or community schools. However, such use shall generally be limited to preschool children, special needs children, children inaccessible to school buses, and students placed in alternative schools, and children enrolled in nonpublic or community schools in certain circumstances. School vehicles vans may also be used to transport students to and from field trips and/or other Board approved school related activities.~~

~~The Board authorizes the use of a vehicle van designed to carry nine (9) passengers or less plus a driver instead of a school bus to transport students to a chartered nonpublic or community school if all of the following apply:~~

- ~~A. the number of students in the vehicle does not exceed nine (9);~~
- ~~B. the Center regularly transports students to a chartered nonpublic or community school;~~
- ~~C. the driver has a valid driver's license, is accustomed to driving the vehicle, and meets statutory and administrative requirements for a bus or motor van driver (with the exception of having a commercial driver's license);~~
- ~~D. the driver may not stop on the roadway to load or unload passengers;~~
- ~~E. the driver and all passengers are expected to comply with State laws regarding child and occupant restraint devices and safety while in the motor vehicle.~~

~~Individuals who meet statutory requirements to drive a school bus are qualified to drive school vehicles. Vehicles Vans will be inspected not less than two (2) times each year by a qualified mechanic who will determine whether the vehicle van is safe to transport students.~~

~~Students who are transported by school vehicle van are expected to conduct themselves in the same manner required of students transported by school bus and shall be subject to all applicable disciplinary rules.~~

~~All school vehicle van drivers employed by the Board shall complete the required Ohio School Van Driver training program prior to transporting students, meet all other qualification requirements, and comply with the Ohio Pupil Transportation and Safety Rules and applicable Board policies and guidelines relative to student transportation. No individual shall be employed as a school vehicle van driver if the individual has not received a certificate certifying that the driver is at least twenty one (21) years of age with a minimum of two (2) years of driving experience, and is qualified physically and otherwise (O.A.C.~~

Book	Policy Manual
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8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

The Governing Board authorizes incidental transportation by private vehicle of students of the Educational Service Center. ~~This includes occasional transportation for field trips, outings, and the like. Routine and non-routine~~ transportation, however, shall be subject to all requirements listed in ~~A.C. 3301-83-19, Board Policy 8600 - Transportation, Board Policy 8640 - Transportation for Non-Routine Trips, Board Policy 8650 - Transportation by Vehicles Other Than School Buses,~~ and relevant administrative guidelines.

This policy does not apply to parents who privately arrange transportation for their own children. No Center staff shall organize such arrangements or assist parents in doing so.

Any such incidental transportation must be ~~approved~~ approved in advance and in ~~writing~~ writing by the ~~appropriate supervisor~~ appropriate supervisor in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle. The Center will maintain on file the amount of liability insurance on the vehicle and the name of the insurance company.

No person shall be approved for the incidental transportation of students in a private vehicle who is not ~~(X)~~ an employee of this Board; ~~(X)~~ an approved volunteer; ~~(X)~~ the parent of a student enrolled in this Center; ~~END OF OPTIONS~~ and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio.

No person shall be permitted to transport students if s/he does not possess and maintain automobile liability and personal injury insurance in the amount required by Center administrative guidelines. The Superintendent ~~CHOOSE AN~~ **OPTION:** ~~(X)~~ may ~~(-)~~ shall ~~END OF OPTION~~ withdraw the authorization of any private vehicle driver who fails to maintain the required amount of automobile liability insurance. ~~(-)~~ shall withdraw the authorization of any private vehicle driver who fails to maintain the required amount of automobile liability insurance.

Any private vehicle used for the incidental transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to ~~the~~ registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their incidental transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the director.

~~[] Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.~~

A.C. 3301-83-19

[Cross References]