

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
Title	Vol. 43, No. 2 - January 2025 Revised TECHNICAL CORRECTIONS
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Status	3) Approved and ready for NEOLA
Adopted	March 19, 2025
Last Revised	February 6, 2025
Last Reviewed	February 19, 2025

Revised Bylaw - Vol. 43, No. 2

0131.1 - TECHNICAL CORRECTIONS

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include **(X)** consolidation of sections; **(X)** transfer of sections; **(X)** combining or dividing sections; **(X)** renumbering subsections, sections, chapters, and titles; **(X)** corrections or additions for grammatical or typographical errors; **(X)** alterations and omissions; and/or **(X)** updating the name(s) of the individual(s) who serve as District compliance officer(s), as long as the position/title remains the same as listed in the applicable Board policy, **[END OF OPTION]** not affecting the constructions or meaning of those sections, subsections, chapters, titles, or policies as a whole, and are of a non-substantive nature.

The Superintendent is authorized to identify and undertake technical corrections, as identified above, found in the policies and regulations. Upon completion of the technical and formatting corrections, the Superintendent shall provide a brief summary of the corrections to the Board for review. Should the Board determine that a correction is substantive in nature, it will utilize the normal policy adoption procedure in Policy 0131 - Legislative to adopt the amendments to the policy or regulation. ~~Should the Governing Board choose to make such technical corrections, it may be accomplished by resolution as part of the consent agenda without going through the normal policy adoption procedure.~~

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Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
Title	Vol. 43, No. 2 - January 2025 Rescind REVIEW OF POLICY
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Last Reviewed	February 19, 2025

Rescind Bylaw - Vol. 43, No. 2

0171 - REVIEW OF POLICY

~~The Board will evaluate how policies have been implemented and their general effectiveness. It will rely on the school staff, students, and community to provide evidence of the effect of the policies it has adopted.~~

~~The Superintendent shall continually call to the Board's attention all policies that need revision.~~

~~The Board directs the Superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.~~

~~The Superintendent is further directed to identify and undertake the correction of technical or formatting errors found in the policy and regulations manuals. Such correction shall be limited to non-substantive matters that do not affect the intent, meaning and/or operation of the policy or regulation. Upon completion of the technical and formatting corrections, the Superintendent shall provide a brief summary of the corrections to the Board for review. Should the Board determine that a correction is substantive in nature, it must take formal action to adopt the amendments to the policy or regulation. It is hereby determined that legal references or citations contained in Board policies are of a non-substantive nature such that they may be updated and/or corrected by the Superintendent as appropriate, and in a manner consistent with this paragraph.~~

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Legal	R.C. 3302.01 - .08
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Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
Title	Vol. 43, No. 2 - January 2025 New DRUG-FREE WORKPLACE
Code	po1422.01
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Last Reviewed	February 19, 2025

New Policy - Vol. 43, No. 2

1422.01 - DRUG-FREE WORKPLACE

The Governing Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which

~~{ DRAFTING NOTE: CHOOSE ONE (1) OPTION FROM THE TWO (2) OPTIONS BELOW }~~

~~{ } { OPTION #1 (needed only if Federal funds come directly from Washington) }~~

~~meets the requirements in the Drug Free Workplace Act.~~

~~In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the Educational Service Center's ("Center") administrative staff at any time while on Center property or while involved in any Center-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with Center guidelines.~~

~~The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements.~~

~~{ END OF OPTION #1 }~~

~~{ X } { OPTION #2 (applies to most schools) }~~

is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the Educational Service Center's ("Center") administrative staff at any time while on Center property or while involved in any Center-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with Center guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

~~{ END OF OPTION #2 }~~

41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988
20 U.S.C. 3224A

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Legal 41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988
20 U.S.C. 3224A

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
Title	Vol. 43, No. 2 - January 2025 Revised SINGLE GENDER CLASSES AND ACTIVITIES
Code	po2260.02
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Revised Policy - Vol. 43, No. 2

2260.02 - SINGLE GENDER CLASSES AND ACTIVITIES

The Governing Board does not discriminate based on gender or any other protected class. Equal educational opportunities are available to all students regardless of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information. The Board recognizes, however, that some circumstances may prompt program coordinators or administrators to offer a single-gender class or activity. This policy delineates the circumstances permitting administrators to create single-gender educational offerings, and addresses additional requirements for such programs. **(X)** The Educational Service Center's ("Center") Title IX Officer(s) is responsible for overseeing compliance with this policy. ~~{END OF OPTION}~~

This policy addresses traditional non-vocational classes, as well as extracurricular activities and programs, including field trips, lunch, and recess. The policy applies regardless of whether the Educational Service Center (Center) administers a program directly or through another entity. This policy, however, does not apply to single-gender schools or athletic programs.

General Requirements and Overview

The Center will generally not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation in such programs or activities by any student on the basis of sex. These general prohibitions do not apply to the following:

- A. Contact sports in physical education classes: Separation of students by sex is permitted within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
- B. Ability grouping in physical education classes: Students may be grouped by ability in physical education classes and activities so long as the students' ability is assessed by objective standards of individual performance that are developed and applied without regard to sex.
- C. Human sexuality classes: Students may be segregated by sex (i.e., boys and girls) for classes or portions of classes that deal primarily with human sexuality.
- D. Choruses: The Center may make requirements based on vocal range or quality that may result in a chorus or choruses of one (1), or predominantly one (1), sex.

The Center may also offer single-gender classes or programs when needed to achieve an important objective, and the single-gender nature of the class or program is substantially related to that objective. Only two (2) objectives are allowed:

- A. improving achievement through providing diverse educational opportunities; or
- B. meeting a particular, identified educational need.

Further, these objectives shall be met in an evenhanded manner, and staff shall provide a substantially equal coeducational class for each subject. Additionally, student enrollment in the single-gender program shall be completely voluntary. The Superintendent shall conduct an annual evaluation to verify that the program complies with these requirements and established administrative guidelines.

Students with Special Requirements

Students with disabilities or English Learner students language challenges shall not be excluded from single-gender classes because of their unique needs or limited English proficiency. ☒ To the extent permitted by law, ☐ Except as prohibited by law, ~~[END OF OPTIONS]~~ Transgender students shall be permitted to participate in single-gender classes in a manner consistent with their gender identity.

20 U.S.C. 1681 et seq.

34 C.F.R. 106.34

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20 U.S.C. 1681 et seq.

34 C.F.R. 106.34

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
Title	Vol. 43, No. 2 - January 2025 Revised FIELD AND OTHER CENTER-SPONSORED TRIPS
Code	po2340
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Last Reviewed	February 19, 2025

Revised Policy - Vol. 43, No. 2

2340 - FIELD AND OTHER CENTER-SPONSORED TRIPS

The Governing Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. **(X)** supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. **(X)** arouse new interests among students;
- C. **(X)** help students relate school experiences to the reality of the world outside of school;
- D. **(X)** bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. **(X)** afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one **(1)** or more students away from Educational Service Center ("Center") premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

Other Center-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the Center's total educational program and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other Center-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other Center-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other Center-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other Center-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that **the staff members/he** received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at **the staff member his/her** earliest opportunity.

~~The Board shall:~~

~~() approve all proposed field trips.~~

~~() consider field trips which are included in curriculum guides to have been approved in advance. All field trips not listed in the curriculum guide must each be approved by the Board.~~

~~() annually approve a list of potential field trips. Each proposed field trip not so listed must be approved by the Board.~~

~~() approve those field trips and other Center sponsored trips which~~

~~() take students more than _____ () miles from this Center.~~

~~() are planned to keep students out of the Center overnight or longer or out of the State, except that prior Board approval is not required for overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.~~

The Superintendent shall approve all other such trips. The Superintendent may approve overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.

In accordance with State law, members of the opposite biological sex are prohibited from sharing overnight accommodations.

Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

~~[] The Board shall assume all other costs of field trips, including, but not limited to, admission fees, no regularly enrolled student shall be charged a fee for participation in field trips. Students may be charged such fees, however, for other Center-sponsored trips which are not part of a course of study.~~

[X] Students may be charged fees, including, but not limited to, admission fees, for Center-sponsored trips.

~~() but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.~~

[X] Students on all Center-sponsored trips remain under the supervision of this Board and are subject to the Center's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Center who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Center for such trips within the facilities or on the school grounds of the Center without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Center's Administrative Guidelines for Extended Trips.

~~The Superintendent shall prepare administrative guidelines for the operation of both field and other Center sponsored trips, including athletic trips, which shall address:~~

- A. ~~() the safety and well-being of students;~~
- B. ~~() parental permission is sought and obtained before any student leaves the Center on a trip;~~
- C. ~~() each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;~~
- D. ~~() the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;~~
- E. ~~() each trip is properly monitored;~~
- F. ~~() student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;~~
- G. ~~() a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;~~

- H. ~~() provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;~~
- I. ~~() provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;~~
- J. ~~() provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.~~

[X] A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's~~his/her~~ charge is imperiled.

~~() or where changes or substitutions beyond the staff member's~~his/her~~ control have frustrated the purpose of the trip.~~

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled round trip from the point of exit and entry of the State is more than 1,000 miles.

R.C. 3319.90

R.C. 3327.15

A.C. 3301-83-12, 3301-83-16(A)(B)(E)

Auditor of State Bulletin 2000-006

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R.C. 3319.90

R.C. 3327.15

A.C. 3301-83-12, 3301-83-16(A)(B)(E)

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Book	Policy Manual
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Revised Policy - Vol. 43, No. 2

2430.02 PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN EXTRA-CURRICULAR ACTIVITIES

A student enrolled in a community school established under R.C. Chapter 3314 or in a science, technology, engineering, and mathematics ("STEM") school established under Chapter 3326 and entitled to attend school in the Educational Service Center ("Center") under R.C. 3313.64 or R.C. 3313.65, shall be provided with the opportunity to participate in any extra-curricular activities offered by the Center.

The eligible community or STEM school student may participate in any extra-curricular activities offered by the school building to which the student would otherwise be assigned. In the event the Center operates more than one (1) school building at the student's grade level, the student may participate in those extra-curricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01.

~~[] A student from a community or STEM school who is not entitled to attend school in the Center under R.C. 3313.64 or R.C. 3313.65 may participate in an extra-curricular activity offered by the Center, provided that the school in which the student is enrolled does not offer the extra-curricular activity, and that the extra-curricular activity is not interscholastic athletics or interscholastic contests or competition in music, drama, or forensics. [END OF OPTION]~~

~~[] The Superintendent may grant any home-educated student or any student enrolled in a qualifying school or a different school Center, regardless of whether the Superintendent's Center is the student's resident Center, the opportunity to participate in interscholastic athletics at a school in the Center, if the student was subject to any of the following by a school official, employee, or volunteer, or another student, from the Center or school in which the student is enrolled or the Center in which the student is participating in interscholastic athletics under R.C. 3313.537, 3313.5311, or 3313.5312: harassment, intimidation, or bullying; a qualifying offense for which the school official, employee, or volunteer, or another student, has been either of the following: charged with, indicted for, convicted of, or pled guilty to committing; alleged to be or is adjudicated a delinquent child for committing; conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the State Governing Board. The Superintendent will document the reason(s) for granting participation under this policy. To be eligible, a student who is enrolled in a nonpublic, community, or other public school must be of the appropriate age and grade level, as determined by the Superintendent, and must fulfill the same academic, nonacademic, and financial requirements as any other participant. Home-educated students will be subject to the same rules of participation and the same fees that are applied to any other participant. The Center will not penalize or restrict eligibility to participate in Center interscholastic athletics for students who cease to participate in interscholastic athletics elsewhere during the school year and begin to participate in Center programs after being subject to bullying or any other types of offenses listed in this Policy. [END OF OPTION]~~

Eligibility Requirements

In order to participate in any extra-curricular activity, an eligible community or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible community or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extra-curricular activity. Further, the Center will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extra-

~~curricular~~extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the Center because the student has or is participating in a College Credit Plus Programcollege credit plus program as long as the student fulfills all academic, nonacademic, and financial requirements.

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R.C. 3313.5314, 3313.537

Book	Policy Manual
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Revised Policy - Vol. 43, No. 2

2431— INTERSCHOLASTIC ATHLETICS

~~The Governing Board recognizes the value to the students of the Educational Service Center ("Center") and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.~~

~~[] The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics. [END OF OPTION]~~

~~[] The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship. [END OF OPTION]~~

~~[] The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the Center alone. It should also offer an opportunity for career and educational development. [END OF OPTION]~~

~~For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this Center with those of another center.~~

~~[] The Board shall approve annually a program of interscholastic athletics. [END OF OPTION]~~

~~The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.~~

~~Prior to the start of each athletic season, each school operated by the Center that offers athletic programs shall hold an informational meeting for students, parents, guardians, other individuals having care or charge of a student, physicians, pediatric cardiologists, athletic trainers, and any other individuals who participate in athletic programs regarding the symptoms and warning signs of sudden cardiac arrest for all ages of students.~~

~~No student may practice or compete in interscholastic athletics until the student submits a form signed by the student's parent or guardian, or by a person having care or charge of the student, affirming that each has received a sudden cardiac arrest, concussion, and head injury information sheet as prepared by the Ohio Department of Health and Department of Education and Workforce. See Form 2431 F1 and Form 2431 F2.~~

~~In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a _____ [ENTER NUMBER] grade point average and () must not have received a failing grade in any course () may have received a failing grade in a course [END OF OPTION] for the grading period previous to the one in which the student wishes to participate.~~

~~[DRAFTING NOTE: The Board also may adopt rules that include additional standards for determining the eligibility of students to participate in interscholastic extra-curricular activities, requirements for attaining reeligibility in interscholastic extra-curricular activities]~~

~~Students educated at home or enrolled in a nonpublic school who are permitted to participate on a Center interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.~~

~~[] [OPTIONAL LANGUAGE]~~

~~The Superintendent may grant any home educated student or any student enrolled in a qualifying school or a different center, regardless of whether the Superintendent's center is the student's resident center, the opportunity to participate in interscholastic athletics at a school in the Center, if the student was subject to any of the following by a school official, employee, or volunteer, or another student, from the center or school in which the student is enrolled or the center in which the student is participating in interscholastic athletics under R.C. 3313.537, 3313.5311, or 3313.5312:~~

- ~~A. harassment, intimidation, or bullying;~~
- ~~B. a qualifying offense for which the school official, employee, or volunteer, or another student, has been either of the following:~~
 - ~~1. charged with, indicted for, convicted of, or pled guilty to committing;~~
 - ~~2. alleged to be or is adjudicated a delinquent child for committing;~~
- ~~C. conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the State Governing Board.~~

~~The Superintendent will document the reason(s) for granting participation under this policy. To be eligible, a student who is enrolled in a nonpublic, community, or other public school must be of the appropriate age and grade level, as determined by the Superintendent, and must fulfill the same academic, nonacademic, and financial requirements as any other participant. Home educated students will be subject to the same rules of participation and the same fees that are applied to any other participant. The Center will not penalize or restrict eligibility to participate in Center interscholastic athletics for students who cease to participate in interscholastic athletics elsewhere during the school year and begin to participate in Center programs after being subject to bullying or any other types of offenses listed in this Policy.~~

~~[END OF OPTIONAL LANGUAGE]~~

~~[] An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade point average. [END OF OPTION]~~

~~If a student who becomes ineligible under these standards improves their grade point average during the current () semester () grading period [END OF OPTION] to meet the eligibility standard, the student may be reinstated () at the beginning of the next () semester () grading period [END OF OPTION] () after _____ [ENTER AMOUNT] more () semester(s) () grading period(s) [END OF OPTION] with an acceptable grade point average () and no failing grades [END OF OPTIONS].~~

~~[] [OPTIONAL LANGUAGE]~~

~~[] Restoration of an "Incomplete" Grade~~

~~If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one (1) or more courses which the student was taking during the grading period in question, the student may have their eligibility restored once the "incomplete" has been changed to a passing letter grade provided:~~

- ~~A. the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and~~
- ~~B. the "incomplete" was given in accordance with Governing Board grading policies and procedures and is applicable to all students in the school; and~~
- ~~C. the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and~~
- ~~D. there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.~~

~~Specific documentation of criteria listed above (Items A-D) must be submitted to the Ohio High School Athletic Association (OHSAA) (See AG 2431) in order to be considered by the Executive Director for such a ruling.~~

~~[DRAFTING NOTE: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. In order to be considered for this exception, specific documentation as listed in OHSAA Bylaw 4-4-1 (See AG-2431) must be provided to the OHSAA. The student may have their eligibility restored by the Executive Director's office once the "incomplete" has been changed to a passing letter grade. If the Center does NOT have a Board Policy on the Restoration of an Incomplete to a Grade or did not have a policy when this exception was requested, the student shall not be able to avail themself/him/herself of this exception.]~~

~~[END OF OPTIONAL LANGUAGE]~~

~~[] These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the Center. (See Policy 2430) [END OF OPTION]~~

~~Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.~~

~~[] Any student who has not made a passing score on all required sections of the State mandated tests after _____ () [ENTER AMOUNT] attempts shall be ineligible to participate in athletics. [END OF OPTION]~~

~~**DRAFTING NOTE: The following should be selected, if at all, only if the Center provides intervention programs to help students pass the proficiency tests at times that would conflict with practice.]**~~

~~[] The Board believes a student who has not passed these tests would be better served by using the time that the student would be participating in their interscholastic sport to participate in one (1) or more of the Center's programs for assisting students to pass the required tests. [END OF OPTION]~~

~~[] However, if a parent believes that their child may be unduly affected by the child's lack of participation in a particular sport, the parent may come to the school and sign a waiver that will release the student from this proficiency test eligibility rule and allow the student to participate in a particular sport. The parent shall be informed, prior to signing the waiver, that State law does not allow a student to receive a high school diploma unless the student has passed all State testing requirements. [END OF OPTION]~~

~~Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play.~~

~~[] The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board. [END OF OPTION]~~

~~No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.~~

~~[] The Board further directs that only those students may participate in the program of interscholastic athletics who have:~~

- ~~A. () maintained a satisfactory academic record;~~
- ~~B. () attended school regularly;~~
- ~~C. () demonstrated good citizenship and responsibility;~~
- ~~D. () returned all school and athletic equipment;~~
- ~~E. () refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.~~

~~[END OF OPTIONS]~~

~~The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics which shall () include a complete schedule of events () and shall inform the Board of changes in that schedule as they occur () and shall secure Board approval before making any changes in the said schedule [END OF OPTIONS]~~

In order to minimize health and safety risks to student athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. ~~()~~ Prior to enrolling in the sport:
 1. ~~()~~ each participant shall submit to a thorough physical examination by a Center approved physician;
 2. ~~()~~ parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation;
- B. ~~()~~ Any student who is found to have a health condition which may be life threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The Center shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the Center.
- C. ~~()~~ Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- D. ~~()~~ Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because the student has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

1. The student's condition is assessed by a physician ~~()~~ or other health care provider [END OF OPTION] authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
2. The student receives written clearance that it is safe to return to practice or competition from a physician ~~()~~ or other health care provider [END OF OPTION] authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant such a clearance.

[END OF OPTIONS]

~~[]~~ The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. ~~()~~ criteria for judging these important qualities;
- B. ~~()~~ procedures by which these values will be communicated to students, parents, and supporters;
- C. ~~()~~ means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

~~[]~~ The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code. [END OF OPTIONS]

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights (see Policy 5610.05—Prohibition From Extra-Curricular Activities).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. ~~(-) adopt policies (upon recommendation of the administration) which reflect the Center's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;~~
- B. ~~(-) establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;~~
- C. ~~(-) attend and enjoy school athletic activities, serving as a positive role model, and expecting the same from parents, fans, participants, coaches, and other school personnel;~~
- D. ~~(-) support and reward participants, coaches, school administrators, and fans who display good sportsmanship;~~
- E. ~~(-) recognize the value of school athletic activities as a vital part of education. [END OF OPTIONS]~~

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the Center because the student has or is participating in a College Credit Plus Program college credit plus program as long as the student fulfills all academic, nonacademic, and financial requirements.

No student will be limited from wearing religious apparel while participating in interscholastic or non interscholastic extra-curricular activities unless such apparel poses a legitimate danger to participants. If such danger is identified, the student will be offered reasonable accommodations available for the participant wearing religious apparel.

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R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539, 3313.752

R.C. 3313.5311, 3313.5312, 3313.5314, 3313.5317, 3315.062

Ohio High School Athletic Association

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
Title	Vol. 43, No. 2 - January 2025 Revised SPECIAL EDUCATION
Code	po2460
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Adopted	March 19, 2025
Last Revised	February 6, 2025
Last Reviewed	February 19, 2025

Revised Policy - Vol. 43, No. 2

2460 - SPECIAL EDUCATION

The Governing Board is committed to providing a free appropriate public education ("FAPE") to children with disabilities between the ages of three (3) and twenty-one (21), inclusive, who have been identified in accordance with applicable State and Federal laws, rules, and regulations. This includes children with disabilities who have been suspended or expelled from school, failed or been retained in a course or grade, and are advancing from grade to grade. It further includes students with disabilities who are confined to community corrections facilities or juvenile detention centers. ~~This includes students who are confined to community corrections facilities or juvenile detention centers.~~ The Educational Service Center ("Center") shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs ("IEPs") and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration subject to their continued eligibility for services and subject to exceptions related to security and safety.

~~DRAFTING NOTE: SELECT EITHER OPTION #1 OR OPTION #2~~

~~[X] [OPTION] Option #1 ([DRAFTING NOTE: Choose this Option if the BoardCenter is adopting the Special Education Model Policies and Procedures.])~~

In order to satisfy the requirements of the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* ("Ohio Operating Standards"), the Governing Board adopts the model policies and procedures promulgated by the Ohio Department of Education and Workforce ("DEW") ~~Education's Office of Exceptional Children (ODE-OEC)~~, which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ~~DEWODE-OEC~~ are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") ~~IDEIA~~, the regulations implementing the ~~IDEAIDEIA~~, the Ohio Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

~~[END OF OPTION #1]~~

~~[] [OPTION] Option #2 (DRAFTING NOTE: Choose this Option if the BoardCenter is writing its own Special Education Policies and Procedures.)~~

~~In order to satisfy the requirements of the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, the Board developed the following policies and procedures regarding the education of children with disabilities:~~
~~_____ [reference all policies and procedures].~~

~~[] The Board further adopts the following method as the one it will use to determine the existence of a specific learning disability: _____. The Superintendent is directed to develop written procedures for the implementation of this method.~~

NOTE: END OF OPTION #2

Copies of the (X) Model Policies and Procedures (X) relevant policies and procedures ~~END OF OPTIONS~~ are available at the office of the Governing Board.

R.C. 3314.19, 3323.02, 3323.05, 3323.07, 3323.051, 3323.08

A.C. 3301-51-01 et seq., 3301-51-02(F)

A.C. Chapter 3301-51-02(AF), 3301-51-06

IDEA, 20 U.S.C. 1400 et seq. IDEA, 20 U.S.C. 1400 et seq.

34 C.F.R. 300.201 34 C.F.R. Part 300

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R.C. 3314.19, 3323.02, 3323.05, 3323.07, 3323.051, 3323.08

A.C. 3301-51-01 et seq., 3301-51-02(F)

A.C. Chapter 3301-51-02(AF), 3301-51-06

IDEA, 20 U.S.C. 1400 et seq.

34 C.F.R. 300.201

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
Title	Vol. 43, No. 2 - January 2025 Revised RELEASED TIME FOR RELIGIOUS INSTRUCTION DURING THE SCHOOL DAY
Code	po5223
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Last Revised	February 6, 2025
Last Reviewed	February 19, 2025

Revised Policy - Vol. 43, No. 2

5223 — RELEASED TIME FOR RELIGIOUS INSTRUCTION DURING THE SCHOOL DAY

The Governing Board desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Students shall may be provided "released time" during the school day from school to attend a course in religious instruction conducted by a private entity off Educational Service Center ("Center") property, provided that the following requirements are met; such students will not be considered absent when the:

- A. student's parent or guardian gives consent in writing;
- B. sponsoring entity maintains attendance records and makes them available to the Center;
- C. sponsoring entity provides and assumes liability for the student; and
- D. student assumes responsibility for any missed school work;

Transportation of students to and from released time Released Time instruction is the complete responsibility of the sponsoring entity, the parent, guardian, and/or student. The Board, its members, and employees are immune from liability for any injuries arising from transportation to and from released time Released Time instruction. Further, no Board funds will be expended for, and no Center personnel shall be involved in, the provision of religious instruction.

The Center shall collaborate with a sponsoring entity to identify a time for religious instruction to be offered during the school day.

~~[]~~ Students shall not be excused from a core curriculum subject course to attend released time Released Time instruction. ~~[]~~ The Board deems all graded courses to be core curriculum including, but not limited to, courses that have State approved learning standards. **[END OF OPTION]**

[] [OPTION]

~~[]~~ High school students may earn up to two (2) units of high school credit for coursework completed during released time Released Time instruction. Such credits may substitute for credits required pursuant to R.C. 3313.603(C)(8).

The Board will evaluate the course based on secular criteria including, but not limited to:

- A. the number of hours of instructional time;
- B. a review of the course syllabus that reflects course requirements and materials used;
- C. the assessment methods used in the course; and
- D. the instructor's qualifications, which shall be similar to the qualification of other teachers in the Center.

The decision as to whether to provide credit for a specific released time Released Time religious instruction course will be neutral as to religious content and will not involve any test for religious content or denominational affiliation.

[END OF OPTION]

[] [OPTION]

Released time instruction will be limited to [ENTER NUMBER] day(s) per school [QUARTER, SEMESTER, YEAR, ETC.] , as established by the Superintendent, and shall not exceed [ENTER AMOUNT] minutes, inclusive of travel.

[END OF OPTION]

[OPTION (if selected, choose one (1) of the following two (2) paragraphs)]

[] Private entities proposing to provide religious instruction during released time as set forth herein shall be required to provide the Center with criminal records checks for any and all of their instructors and volunteers providing a released time course in religious instruction. Criminal records checks will be at no cost to the Board and any private entity proposing to provide religious instruction during the released time must provide updated documentation of such checks if/when their staffing changes. The Center will not release students to the private entity for religious instruction release time if any criminal background check indicates conviction of an offense which would preclude an individual from employment in an Ohio public school district and/or should the Board determine that the private entity did not complete a satisfactory criminal background check on any subsequent/new instructor or volunteer. Criminal background check documentation must be provided to the Board upon request.

[OR]

[] It is the responsibility of any private entity providing religious instruction during release time from the school day to annually submit to the Board an acknowledgment that it has completed criminal background checks on all instructors and volunteers engaged in a course in religious instruction and certifying that no such individual has a criminal conviction which would otherwise prevent them from being employed with an Ohio public school district. In addition, the acknowledgment will include an affirmation by the private entity of its ongoing obligation to complete and maintain such checks on all such instructors and volunteers if/when staffing changes. The Center will not release students to a private entity for religious instruction release time if the entity fails to provide the acknowledgment and/or to satisfactorily complete follow up criminal background checks as needed. Criminal background check documentation must be provided to the Board upon request.

[END OF OPTION]

[] [OPTION]

Any private entity providing religious instruction during the school day must agree that it will not provide participating students with any materials, snacks, clothing, candies, trinkets, or other items for their return to school. The Center will not release students for religious instruction release time to any private provider that fails to adhere to this prohibition.

[END OF OPTION]

[] OTHER OPTION(S)

[END OF OPTION]

[] OTHER OPTION(S)

[END OF OPTION]


[Drafting note: Presently, there are no real guidelines provided for boards of education relative to this (now) mandatory policy. Circumstances will vary from Center to Center. However, the more "restrictive" your Center wishes to become relative to released time for religious instruction (including the statutory option for criminal background checks), the more involved (entangled) you are likely to become with the private entity. For example, some Centers may choose to include a review of the entity's policies on harassment, procedures for special needs students, and/or the finances of that organization, etc. We strongly urge boards to carefully consider these dynamics and to access board counsel to review the various implications presented here.]

Staff members shall not promote or discourage participation in release time programs for any religious instructional program.

Nothing herein shall constitute an endorsement of religion or infringe upon an individual's First Amendment rights.

R.C. 3313.6022

Attorney General's Opinion 88-001

 Neola 202516

Legal

R.C. 3313.6022

Attorney General's Opinion 88-001

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
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Last Revised	February 6, 2025
Last Reviewed	February 19, 2025

Revised Policy - Vol. 43, No. 2

5330 - USE OF MEDICATIONS

The Governing Board shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from the educational program.

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a licensed health professional authorized to prescribe drugs, and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Over-the-counter drug" means a drug, as defined in section 4729.01 of the Revised Code, that may be legally sold without a prescription and that is administered without the instruction of a prescriber. "Prescription drug" means a drug, as defined in section 4729.01 of the Revised Code, that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription. "Treatment" refers both to the manner in which a medication is administered and to healthcare procedures which require special training, such as catheterization.

[X] [OPTION #1 (Probably Current Policy)]

Before any prescription medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1, Form 5330 F1a, and Form 5330 F1b). These documents shall be kept on file in the office of the Program ~~[INSERT LOCATION]~~ and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the Educational Service Center's ("Center") receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

[END OF OPTION #1]

[] [OPTION #2]

~~Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any over the counter nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the Center for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the _____ [INSERT LOCATION] and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the Center's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have~~

~~been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Discipline Code.~~

~~[END OF OPTION #2]~~

~~[] [OPTION #3]~~

~~Except as otherwise required by Federal law, no person employed by the Board shall, in the course of such employment, administer any prescription drug prescribed to any student enrolled in the schools of the Center.~~

~~[END OF OPTION #3]~~

For prescription drugs, ~~only~~ Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Over-the-counter drugs must be provided and maintained in the original manufacturer's packaging. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is seizure or diabetes medication, which may be kept in an easily accessible location ~~() as determined by the Principal~~ [END OF OPTION] pursuant to this Policy and/or Policy 5336 ~~diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.~~

~~[] Parents may administer medication or treatment, with the exception of diabetes care covered under Policy 5336 () but only in the presence of a designated school employee [END OF OPTION].~~

[X] Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs **(X)** but only in the presence of a designated school employee with the exception of students authorized to attend to their diabetes care and management pursuant to Policy 5336 [END OF OPTION].

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from the student's parent and physician, and has submitted Form 5330 F3 - Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s) to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and the student's parent/guardian if the student is a minor, and has submitted written approval (Form 5330 F4 - Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a backup dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event. ~~() provided the student has submitted prior written approval of their parent/guardian to the principal. (See Form 5330 F1a or Form 5330 F1b) [END OF OPTION]~~

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board, may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer prescription and over-the-counter medication and treatment to students:

- A. ☒ principal building administrator
- B. ☒ teacher
- C. ☒ school nurse
- D. ☒ building secretary
- E. ☒ aide
- F. ☒ others as designated by the student's IEP and/or 504 plan
- G. ☐ _____

~~{END OF OPTIONS}~~

Individuals who administer medications designed to prevent the onset of seizures or alleviate the symptoms of a seizure will receive training regarding the circumstances under which the drug is to be administered to the student and how it should be administered. They will also receive a copy of the written approval issued by the student's physician.

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

☒ With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training. **~~{END OF OPTION}~~**

☒ Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or such medication, upon being identified as aforementioned, may be stored in the Program **~~{INSERT LOCATION}~~** office and administered in accord with this policy and Policy 5336. **~~{END OF OPTION}~~**

~~☐ Students who are experiencing an apparent opioid related drug overdose may be administered Naloxone ("Narcan") by the school nurse, or a trained school employee, volunteer, or contractor, to a student or other individual on school grounds in accordance with Board policy and AG 5330.05. Emergency services will be contacted as soon as is practicable. A designated staff member will also promptly notify the student's parent/guardian. **~~{END OF OPTION}~~**~~

☒ All dental disease prevention programs sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy. **~~{END OF OPTION}~~**

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.716, 3313.718, 3313.7110, 3313.7117, 4729.01

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R.C. 3313.712, 3313.713, 3313.716, 3313.718, 3313.7110, 3313.7117, 4729.01

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
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Revised Policy - Vol. 43, No. 2

5350 - STUDENT MENTAL HEALTH, WELL-BEING, AND SUICIDE PREVENTION

The Governing Board recognizes the importance of addressing the emotional and physical safety of students and staff in order to create and maintain safe and supportive learning environments. Comprehensive mental health and wellness initiatives are key to providing that students are in school, healthy, ready to learn, and prepared for success that mental health conditions and self injury are problems of increasing severity among children and adolescents. A student who suffers from a mental health condition such as depression and who has attempted self injury poses a danger both to himself/herself and to other students.

The Educational Service Center's ("Center") comprehensive mental health and wellness initiatives will include supports and services that promote:

- A. Positive school climate;
- B. Social skills;
- C. Mental health and well-being;
- D. Support for students and staff; and
- E. Trauma-informed and restorative practices.

The Center shall implement specific strategies to promote school safety, including student instruction, anonymous reporting systems, threat assessment teams, emergency management plans, and staff training.

In accordance with law, the Board will provide appropriate instruction to all students in grades Kindergarten through six (6) on the nutritive value of foods, the harmful effects of and legal restrictions on the use of drugs of abuse, alcoholic beverages, and tobacco, including electronic smoking devices. The Board shall also provide training on personal safety, sexual abuse prevention, and assault prevention to all students in grades Kindergarten through six (6) ~~K-6~~.

The Board will also provide developmentally appropriate training for grades seven (7) through twelve (12) in dating violence prevention education and sexual violence prevention education. The training will include instruction in recognizing dating violence warning signs and characteristics of a healthy relationship.

Students will receive health education instruction that includes instruction about prescription opioid abuse and prevention. An emphasis will be placed on the prescription drug epidemic and the connection between prescription opioid abuse and addiction to other drugs, such as heroin. Instruction will also be provided on the process of making an anatomical gift, with an emphasis on the life-saving and life-enhancing effects of organ and tissue donation.

~~The Additionally, beginning in the 2023-2024 school year, the~~ Center will include in health education at least one (1) hour (or a standard class period) of evidence-based instruction for students in grades six (6) through twelve (12) ~~6-12~~ in each of the following topics:

- A. suicide awareness and prevention;
- B. safety training and violence prevention; and
- C. social inclusion.

The Board shall use an approved, evidence-based program to meet these requirements ~~a training program that is approved by the Ohio Department of Education (ODE).~~ Instruction may be provided in health education or in another subject, during student assemblies, through digital learning, and homework assignments to satisfy the instruction requirement. Upon written request of a parent/guardian, a student will be excused from instruction in these areas.

All school personnel should be alert for students who exhibit signs of unusual mental health-related behavior or who threaten or attempt self-injury or suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

Staff Training

In accordance with Policy 8462, mental health employees, counselors, teachers, administrators, school psychologists, school nurses, and other designated staff shall receive professional development training in accordance with the Board-adopted curriculum that includes the risk factors, warning signs, and resources regarding youth suicide awareness and prevention at least every two (2) years.

~~Additional professional development training in youth suicide risk assessment and intervention shall be provided to mental health employees, counselors, teachers, administrators, school psychologists, and school nurses.~~

The Board shall adopt or adapt an evidence-based awareness and prevention curriculum approved by the Ohio Department of Education and Workforce ("DEW") ~~(ODE)~~, or alternatively will utilize a suicide awareness and prevention curriculum that has been developed in consultation with public or private agencies/persons involved in youth suicide awareness and prevention and that has been approved by the DEW ~~ODE~~.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

- Step 1 - Stabilization
- Step 2 - Assessment of the Risk
- Step 3 - Use of Appropriate Risk Procedure
- Step 4 - Communication with Appropriate Parties
- Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and Center guidelines regarding confidentiality be observed at all times.

R.C. 3301.221, 3313.60, 3319.073
767 F2d 651 (1985)

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Legal R.C. 3301.221, 3313.60, 3319.073
767 F2d 651 (1985)

Book Policy Manual

Section Vol. 43, No. 2 - January 2025 CO

Title Vol. 43, No. 2 - January 2025 Revised GRADUATION REQUIREMENTS

Code po5460

Status 1) Reading and Review

Last Revised February 6, 2025

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Revised Policy - Vol. 43, No. 2

5460—GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of Educational Service Center ("Center") goals and objectives as well as personal proficiency, the Governing Board awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this Center who meets the requirements of graduation established by State law and this Board or who properly completes the goals and objectives specified in the student's individualized education program ("IEP"), including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must show competency and readiness.

Course Credits Required for Graduation

{CHOOSE OPTION #1 OR OPTION #2}

{ } {OPTION #1}

The requirements for graduation from high school include earning _____ () **[Enter amount, minimum of twenty (20)]** units of credit in grades nine (9) through twelve (12) as established in State law and this Board and fulfilling the requirements of one (1) graduation pathway that has been approved by the State. All students must complete at least two (2) semesters of fine arts.

{END OF OPTION #1}

{OR}

{ } {OPTION #2}

The requirements for graduation from high school include earning _____ () **Enter amount, minimum of twenty (20)]** units of credit in grades nine (9) through twelve (12) as established in State law and this Board and fulfilling the requirements of one (1) graduation pathway that has been approved by the State. To graduate, students must earn _____ () **[Enter amount, minimum of twenty (20)]** units of credit in grades nine (9) through twelve (12) as follows:

[NOTE: Adjust "Units Required" numbers up from statutory minimum listed if Center has additional requirements.]

Subject	Units Required
English Language Arts [Minimum of four (4) credits]	_____
Health [Minimum of one-half (1/2) credit]	_____

Physical Education [Minimum of one-half (1/2) credit]	=====
Mathematics [Minimum of four (4) credits] (must include one (1) unit of algebra II or equivalent of algebra II or one (1) unit of advanced computer science. Parents must sign a written statement acknowledging that not taking algebra II might negatively impact college admissions decisions before a student may substitute advanced computer science for algebra II. Students who are enrolled in a career technical program may complete a career-based pathway math course as an alternative to algebra II or advanced computer science.)	=====
Science [Minimum of three (3) credits] (must include one (1) unit physical sciences, one (1) unit of life sciences, and one (1) unit advanced study in one (1) or more of: chemistry, physics, other physical science, advanced biology or other life science, astronomy, physical geology, or other earth or space science, computer science.)	=====
Social Studies [Minimum of two (2) credits] (must include at least one-half (1/2) unit in world history and civilizations.)	=====
History and Government [Minimum of one (1) credit] (must include one-half (1/2) unit of American history, one-half (1/2) unit of American government.)	=====
Electives [Minimum of five (5) credits] (must include one (1) or any combination of a foreign language, computer coding, fine arts, business, career technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English Language Arts, Mathematics, Science, or Social Studies courses not otherwise required.)	=====

[END OF OPTION #2]**[NOTE: END OF OPTIONS]**

All students must receive instruction in economics and financial literacy during grades nine (9) through twelve (12). Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during grades nine (9) through twelve (12) unless the student is exempted from such training due to a disability or by written request of the parent.

[] Physical Education Waiver

Students who have participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two (2) full seasons, as defined in the _____ **[Enter handbook title]** handbook, while enrolled in grades nine (9) through twelve (12) and as documented by the _____ **[athletic director, assistant principal, guidance counselor, etc.]**, may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements. () A student who has participated in the junior reserve officer training corps for at least two (2) full school years while enrolled in grades nine (9) through twelve (12) may be excused from the high school physical education requirement and may use credit for such participation to satisfy the requirement to complete one-half (1/2) unit in another course of study. **[END OF OPTIONAL SENTENCE]**

[END OF OPTION]

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one (1) or more educational options in accordance with the Center's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution through College Credit Plus ("CCP").

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

No student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.

Competency Requirements

To graduate, students must earn a "competency" score on the state Algebra I and English Language Arts II tests. Students who do not pass the test will be offered appropriate remediation and supports and will retake the test at least once. In lieu of attaining competency scores on the state tests, students can demonstrate competency by one (1) of the following:

- A. Obtain a remediation-free score in the math or English subject areas on the ACT or SAT.
- B. Complete two (2) of the following options, with at least one (1) of the options being a foundational option:
 1. Foundational Options: obtain proficient scores on three (3) or more WebXams in a single career pathway; earn a twelve (12) point approved industry-recognized credential or group of credentials, or complete a pre-apprenticeship program recognized by the Ohio State Apprentice Council, a registered apprenticeship in the student's chosen career field, or show evidence of acceptance into an approved apprenticeship program restricted to participants eighteen (18) years of age or older.
 2. Supporting Options: complete a 250-hour work-based learning experience with evidence of positive evaluations, earn the required score on WorkKeys, or earn the OhioMeansJobs Readiness Seal.
- C. Enlist in the military and present evidence of a signed contract to enter a branch of the U.S. armed services upon graduation.
- D. Earn credit for a college-level math and/or college-level English course in the subject(s) not passed on the state exams through the College Credit Plus Program.

Readiness Requirements

Students must demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal from the following list:

- A. Seal of Biliteracy;
- B. OhioMeansJobs Readiness Seal;
- C. Industry-Recognized Credential Seal;
- D. College-Ready Seal;
- E. Military Enlistment Seal;
- F. Citizenship Seal;
- G. Science Seal;
- H. Honors Diploma Seal;
- I. Community Service Seal;
- J. Fine and Performing Arts Seal;
- K. Student Engagement Seal;
- L. Technology Seal;

The Board offers the following additional seal(s) in accordance with adopted administrative guidelines: () Community Service Seal; () Fine/Performing Arts Seal; () Student Engagement Seal. **[DRAFTING NOTE: A Center must offer at least one (1) of these seals and develop guidelines for awarding the seal(s)].**

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of the student's IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Participation in commencement exercises is a privilege and not a right. Commencement exercises will include only those students who have successfully completed the requirements for graduation as certified by the high school principal or those students who have otherwise been deemed eligible to participate in such exercises. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. However, no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure.

The Board also shall grant a diploma of adult education to all Center residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations. The Center shall comply with all data reporting requirements regarding graduation and post high school outcomes.

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Legal

A.C. 3301-41-01, 3301-13-01 to 07

R.C. 3302.03, 3301.07, .0710, .0711

R.C. 3313.60, 3313.61, 3313.603, 3313.611, 3313.614, 3313.615, 3313.617

R.C. 3313.618, 3313.647, 3313.903, 3313.6021, 3313.6111, 3323.08

Book	Policy Manual
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Revised Policy - Vol. 43, No. 2

5610 REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Governing Board recognizes that exclusion from the educational program of the schools, whether by emergency removal, out of school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this Educational Service Center ("Center"), and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

No student is to be removed, suspended out of school, expelled, and/or permanently excluded unless their behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board (→) and/or the student's actions pose imminent and severe endangerment to the health and safety of other students or employees **[END OF OPTION]**. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In determining whether a student is to be suspended or expelled, Center administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605—Suspension/Expulsion of Students with Disabilities)

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Center official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to Center property or persons in the Center or whose behavior presents an ongoing threat of disrupting the educational process provided by the Center. (See Policy 5610.03—Emergency Removal)
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, Principal, assistant principal, or any other administrator from the Center's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year if, at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

[] The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break. **[END OF OPTION]**

[] The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines. **[END OF OPTION]**

In the event the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include

requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 – Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of the student's suspension.

[] The grade for a completed classroom assignment missed because of a suspension will be reduced by () ten percent (10%) () twenty five percent (25%) () _____ () ____% [END OF OPTIONS]. **DRAFTING NOTEDrafting Note: Such reduction cannot result in an automatic failure on an otherwise perfect score assignment] [END OF OPTION]**

- C. "Expulsion" shall be the exclusion of a student from the schools of this Center for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 – Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

[] The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., "FERPA", "ADA") and/or State law (e.g., R.C. 3319.321) — e.g., student records and confidential medical records. [END OF OPTION]

[] The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the Center's records retention schedule. [END OF OPTION]

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the Center.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle, a razor blade, or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in their sole judgment and discretion, modify or reduce such expulsion, in writing,

~~to a period of less than one (1) year, on a case by case basis, upon consideration of the following:~~

- ~~a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);~~
- ~~b. the degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife capable of causing serious bodily injury; and/or~~
- ~~c. the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.~~

~~[] The reinstatement of a student who is expelled for bringing a firearm to school is subject to the reinstatement process summarized in Section (C)(4) of this policy. [END OF OPTION] [DRAFTING NOTE: This option may be selected if the Board adopts Section (C)(4), which authorizes the Superintendent to expel a student for up to one hundred eighty (180) school days for actions which pose an imminent and severe endangerment to health and safety of other students or staff.]~~

2. Violent Conduct

~~If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:~~

- ~~a. would be a criminal offense if committed by an adult;~~
- ~~and~~
- ~~b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5) or to property as defined in R.C. 2901.01(A)(6).~~

~~the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case by case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.~~

~~The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case by case basis, upon consideration of the following:~~

- ~~a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);~~
- ~~or~~
- ~~b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.~~

~~If at the time of the expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.~~

3. Bomb Threats

~~If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case by case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.~~

~~The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less~~

than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;
- or
- b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

4. **~~[] Imminent and Severe Endangerment to Health and Safety of Students or Employees~~**

The term "imminent and severe endangerment" means any of the following actions taken by a student:

- a. Bringing a firearm or a knife capable of causing severe bodily harm to a school operated by the Board or other property owned or controlled by the Board, or to any interscholastic competition, extra-curricular event, or any other program or activity sponsored by the Center or in which the Center is participating;
- b. Committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in R.C. 2901.01(A)(5) or to property as defined in R.C. 2901.01(A)(6) while the student is at a school operated by the Board, on property owned or operated by the Board, or at any other program or activity that is sponsored by the Center or in which the Center is participating;
- c. Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat; or
- d. Making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.

The Superintendent may expel a student for up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees regardless of whether the actions qualify for permanent exclusion.

Upon expelling a student for actions that pose imminent and severe endangerment to others, the Superintendent will develop conditions that the student must satisfy before the student may be reinstated. A copy of the conditions will be provided to the Board, the student, and the student's parent/guardian at the beginning of the expulsion period. One of the conditions shall be an assessment that is performed by a licensed psychiatrist, psychologist, or school psychologist employed or contracted by the Center to determine whether the student poses a danger to themselves, other students, and/or school employees. The Center and the student's parent/guardian will mutually agree on the individual who will conduct the assessment. If the individual is not employed by the Center, the cost of the assessment shall be referred for payment through the student's health insurance. Any remaining costs not covered by the student's insurance will be paid by the Center. If the individual is employed or contracted by the Center, the Center will pay the full cost of the assessment. In addition to including a determination of whether the student poses a danger to themselves or others, the psychiatrist, psychologist, or school psychologist may also make recommendations for the contingent conditions for the student's reinstatement.

At the end of the initial expulsion term or any subsequent term, the Superintendent will determine whether the student has demonstrated sufficient rehabilitation to be reinstated to school. If the Superintendent determines the student has not demonstrated such rehabilitation, then the Superintendent may extend the expulsion for an unlimited number of additional periods of up to ninety (90) school days each. The Superintendent shall make the determination about whether the student has demonstrated rehabilitation in consultation with a multidisciplinary team selected by the Superintendent. The Superintendent will take into consideration the assessment of the psychiatrist, psychologist, or school psychologist and whether or not the student met the conditions developed by the Superintendent at the beginning of the expulsion period. If the Superintendent extends the expulsion period, the Superintendent shall develop conditions for the pupil to satisfy prior to reinstatement. The conditions may be the same as those developed for the initial term of

expulsion. A copy of the conditions shall be provided to the Board, the student, and the student's parent/guardian.

The Superintendent may extend the initial or subsequent term of expulsion into the next school year. The Superintendent may also reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less than 180 school days for the initial term, or less than ninety (90) school days for any additional term, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

Prior to the end of the initial expulsion term or any extension, the student's parent/guardian may request that the Superintendent complete an early assessment of the student. The Superintendent will assess the student and make a determination of whether the student meets the requirements for reinstatement as outlined in this section. The Superintendent will rely on the reasons permitted for the reduction of an expulsion term outlined in this section to determine whether the student may be reinstated before the end of the current expulsion term. A parent/guardian may request an early assessment one (1) time for the initial, and one (1) time for any subsequent expulsion term.

The Superintendent is authorized to develop contingent conditions for a student's reinstatement. The conditions may include the conditions developed for the original expulsion term as well as any recommendations made by the psychiatrist, psychologist, or school psychologist who assesses the student under this section. The Superintendent will establish a duration under which the student must meet the contingent conditions, which may extend to the student's graduation date. The Superintendent will provide a copy of these conditions to the Board, the student, and the student's parent/guardian when the Superintendent makes the decision to reinstate the student. If the student fails to adhere to the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended expulsion period under the same process as outlined in this section.

For students who do not have an individualized education plan ("IEP"), the Superintendent shall, in consultation with the student and parent/guardian, develop a plan for the continued education of the student. This may include education by the Center in an alternative setting such as home instruction, enrollment in another Center, enrollment in another type of public or nonpublic school, or any other form of instruction that complies with state law. The plan will be developed no later than fifteen (15) school days after the beginning of the original expulsion period or any extension. For students who have an IEP, the Superintendent will also consult with the student's IEP team in developing the plan, and the plan will be developed within ten (10) school days after the beginning of the original expulsion period or any extension.

The Board will provide the Department of Education and Workforce ("DEW") records of each expulsion issued under this section, as well as any changes to the student's expulsion status. The records will not include the name of the student, but will include the following:

- a. the name of the student's school;
- b. the reason(s) for the student's expulsion;
- c. the duration of the student's expulsion and any extensions of the expulsion;
- d. the total number of students expelled by the Center in the school year as of the date of the report; and
- e. the student's age, gender, race, and other demographic information requested by DEW.

The Center will provide records of an expulsion issued under this section if requested by any other Center or school to which the student transfers. These records may not be withheld due to any outstanding debt attributed to the student.

The Board will establish guidelines for appropriate conditions that the Superintendent may develop pursuant to this section.

The Superintendent will develop a list of alternative educational options for students who are expelled under this section.

[END OF OPTION]

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01 Permanent Exclusion of Nondisabled Students)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and the student's parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Suspension or Expulsion of Students in Grades Pre-Kindergarten through Three (3)

Except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades Pre-kindergarten through three (3) unless the student has committed the following acts:

- A. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, or possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.
- B. The student commits an act at school, on other school property, an interscholastic competition, an extra-curricular event, or any other school program or activity, and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5) or to property as defined in R.C. 2901.01(A)(6).
- C. The student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- D. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, and/or other school employees.

Prior to suspending or expelling a student in any of grades Pre-K through three (3), the Principal shall, whenever possible, consult with a mental health professional under contract. If the events leading up to the student's suspension or expulsion from school indicate that the student is in need of additional mental health services, the student's Principal or the Center's mental health professional shall assist the student's parent or guardian with locating providers or obtaining such services, including referral to an independent mental health professional, provided such assistance does not result in a financial burden to the Center or the student's school.

If a student in any of grades Pre-K through three (3) is suspended or expelled, the student shall be afforded the same notice and hearing, procedural, and educational opportunities as set forth in Board policy and the law. The suspension or expulsion of a student in any of grades Pre-K through three (3) shall not limit the Board's responsibilities with respect to the provision of special education and related services for such a student in accordance with Board policy and the law. Further, the Board shall not be limited in its authority to issue an in-school suspension to a student in any of grades Pre-K through three (3), provided that the in-school suspension is served in a supervised learning environment.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, the Superintendent may suspend the student from school bus riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide options to suspension/expulsion of a student from school which may include alternative educational options.

~~The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.~~

~~The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio Center or an out of state Center if the student's expulsion period set by the other Center has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney in fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this Center in accordance with Policy 5111.~~

~~The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio Center if the student's suspension period set by the other Center has not expired. The suspended student shall first be offered an opportunity for a hearing.~~

~~When a student is expelled from this Center, the Superintendent shall send written notice to any college in which the expelled student is enrolled under the College Credit Plus Program at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire () and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for College Credit Plus courses taken during an expulsion. **[END OF OPTION]**.~~

~~If the expulsion is extended, the Superintendent shall notify the college of the extension.~~

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

~~A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent student handbook.~~

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Legal R.C. 2919.222, 3313.66, 3313.534, 3313.649, 3313.661, 3313.662, 3313.663
 R.C. 3313.664, 3313.668, 3321.13(B)(3) and (C), 3327.014
 18 U.S.C. Section 921
 20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

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Revised Policy - Vol. 43, No. 2

5751 PARENTAL STATUS OF STUDENTS

~~The Governing Board is committed to maintaining an education environment that is free from discrimination based on sex or any other protected class factors. No student, whether married or unmarried, who is otherwise eligible to attend school in the Educational Service Center ("Center") shall be discriminated against or denied participation in an educational program or activity solely because of pregnancy, childbirth, pregnancy related disabilities, or actual or potential parenthood. Complaints of sex-based discrimination will be addressed pursuant to Board Policy 2260.~~

~~[] The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:~~

~~_____ [INSERT NAME/TITLE]~~

~~_____ [INSERT CONTACT INFORMATION]~~

[END OF OPTION]

~~Pregnant students and students recovering from childbirth may request reasonable modifications to support their pregnancy related needs by contacting the () principal () school counselor () school nurse () _____ [END OF OPTIONS]. In the event that a student is unable to attend school due to a pregnancy related condition, the student will be considered on an excused absence for as long a period as is deemed medically necessary by the student's physician. At the conclusion of the absence, the student shall be reinstated to the same academic and extracurricular status that the student held when the absence began, and shall be afforded an opportunity to make up any work missed while absent.~~

~~Lactating students will be provided with a reasonable amount of time to express breast milk during the school day () for up to one (1) calendar year after birth of the child [END OF OPTION]. An appropriate location will be provided that is suitable for expressing breast milk. The location must be shielded from view and not accessible during usage by any other person. The location provided may not be a bathroom. The () school nurse () Principal () _____ [END OF OPTIONS] will develop a schedule for expressing breast milk based on the student's current needs. The schedule will be adjusted as the needs of the lactating student change. Students will be excused from class for scheduled breaks and will be permitted to make up any work missed. The Principal is responsible for notifying staff who may need to excuse the student from class or a scheduled activity to express breast milk.~~

~~Students will not be required to submit a doctor's note as a condition of participating in a curricular or extracurricular program or activity unless a doctor's note is required from all students who have a physical or mental condition requiring treatment by a doctor or who have been recently hospitalized for other types of medical conditions.~~

~~The Governing Board reserves the right to require as a prerequisite for attendance in the regular classes of the schools and the co-curricular~~

~~() and extra-curricular~~

programs of the schools that each pregnant student present to the Superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

A pregnant student will be considered on an excused absence for so long a period as is deemed medically necessary by the student's physician. At the conclusion of the absence, the student shall be reinstated to the status she held when the absence began.

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R.C. 2151.85, 2505.073, 3321.01 et seq.

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
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New Policy - Vol. 43, No. 2

5780.01 - PARENTS' BILL OF RIGHTS

The Governing Board recognizes that parents have a fundamental right to make decisions concerning the upbringing, education, and care of their children and promotes parental involvement in the Educational Service Center's ("Center") public school system. In addition, parents have certain rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

Sexuality Content/Mental, Emotional, or Physical Health or Well Being/Health Care Services

Definitions:

For purposes of this policy:

"Age-appropriate" and "developmentally appropriate" content refers to activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group.

"Student's mental, emotional, or physical health or well-being" includes, at a minimum, any of the following:

- A. A student's academic performance;
- B. Any significant sickness or physical injury, or any psychological trauma suffered by a student;
- C. Any harassment, intimidation, or bullying, as defined in section 3313.666 of the Revised Code, by or against a student in violation of Center policy;
- D. Any request by a student to identify as a gender that does not align with the student's biological sex;
- E. Exhibition of suicidal ideation or persistent symptoms of depression or severe anxiety, or other mental health issues.

"Sexuality content" means any oral or written instruction, presentation, image, or description of sexual concepts or gender ideology provided in a classroom setting. "Sexuality content" does not mean any of the following:

- A. Instruction or presentations in sexually transmitted infection education, child sexual abuse prevention, and sexual violence prevention education provided under division (A)(5) of section 3313.60 or section 3314.0310 or 3326.091 of the Revised Code;
- B. Instruction or presentations in sexually transmitted infection education emphasizing abstinence provided under section 3313.6011 of the Revised Code;

- C. Incidental references to sexual concepts or gender ideology occurring outside of formal instruction or presentations on such topics, including references made during class participation and in schoolwork.

Sexuality Content and Parental Notification

The Board will ensure that any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of the age or grade level of the student. The Board will not permit instruction that includes sexuality content in grades kindergarten through grade three (3).

Prior to providing instruction that includes sexuality content or permitting a third party to provide such instruction on behalf of the Center, the Board will provide parents the opportunity to review any instructional material that includes sexuality content. Upon request of the student's parent, a student shall be excused from instruction that includes sexuality content and shall be permitted to participate in an alternative assignment.

Student Services/Mental, Emotional, Physical Health or Well-Being/Safe and Supportive Learning Environment and Parental Notification

The Board will promptly notify a student's parent of any substantial change in the student's services, including counseling services or monitoring related to the student's mental, emotional, or physical health or well-being or the school's ability to provide a safe and supportive learning environment for the student. Such notification will be provided by the student's building administration through email and/or telephone conference. The Board will not inhibit parental access to the student's education and health records maintained by the school.

Center personnel will not directly or indirectly encourage a student to withhold from a parent information concerning the student's mental, emotional, or physical health or well-being, or a change in related services or monitoring.

Center personnel will not discourage or prohibit parental notification of and involvement in decisions affecting a student's mental, emotional, or physical health or well-being.

Procedure for Authorization From Parents for Health Care Services

Authorization of parents must be obtained by the Board prior to providing any type of health care service to students, including physical, mental, and behavioral health care services. Parents may choose whether to authorize the Board to provide a health care service to the parent's child.

To facilitate parental involvement and decision-making on such authorization, at the beginning of each school year, the Board will notify parents of each health care service offered at, or facilitated in cooperation with, their student's school of attendance and of the parent's option to withhold consent or decline any specified service. If granted, parental consent to health care services does not waive the parent's right to access their child/children's educational or health records or to be notified about a change in the student's services or monitoring as set forth herein.

Prior to providing a health care service to a student, the building administration of the student's school of attendance will notify a parent whether the service is required to be provided by the Center under State law and if other options for a student to access the service exist.

~~[] At the beginning of each school year, the Board will provide an annual notice to parents of known health care services required by the Center under State law. [END OF OPTION]~~

These notification requirements do not apply to emergency situations, first aid, other unanticipated minor health care services, or health care services provided pursuant to a student's IEP or the Center's obligation under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

Process for Resolving Parental Concerns

Parents may file written concerns with the Principal or other building administrator of the student's school of attendance regarding any topics addressed in the above Parental Rights and Parental Involvement section of this policy. Parents will be notified at the beginning of each school year of their right to file a written concern. The Principal or other building administrator will take steps with parent(s) to resolve the concern within thirty (30) days of receipt of the written concern. If not satisfied with the outcome of the resolution by the Principal or building administrator, the parent(s) may appeal a decision at that level to the Superintendent.

If a parent appeals the Principal's or building administrator's decision, the Superintendent or the Superintendent's designee will conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent shall decide whether to affirm the Principal's or building administrator's decision. If the Superintendent determines not to affirm the decision, the

Superintendent shall determine a resolution to the parent's concern and communicate the decision to the parent. A parent may appeal the Superintendent's decision to the Governing Board.

If the Superintendent's decision is appealed, the Board shall review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the decision and, based on that hearing, either affirm the Superintendent's decision or determine a new resolution to the parent's concern.

Nothing in this policy shall be read to prevent a parent from contacting a member of the Board regarding a concern with the operation of a school under the supervision of the Governing Board.

Parent Right to Inspect Instructional Materials

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

Right to Inspect Technology Provider Contract

The Center shall provide parents and students with an opportunity to inspect a complete copy of each technology provider contract.

This policy shall not supersede any rights under the Family Education Rights and Privacy Act.

R.C. 3109.01, 3313.473, 3319.325, 3319.326
20 U.S.C. 1232h

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Legal R.C. 3109.01, 3313.473, 3319.325, 3319.326
20 U.S.C. 1232h

Book	Policy Manual
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New Policy - Vol. 43, No. 2

7421 -- RESTROOMS, LOCKER ROOMS, SHOWER ROOMS AND CHANGING ROOMS

The Governing Board will provide appropriate restrooms, locker rooms, shower rooms, and changing rooms for students, employees, and visitors in accordance with this policy.

Definitions

For purposes of this policy, the following definitions apply:

"Biological sex" means the biological indication of male and female, including sex chromosomes, naturally occurring sex hormones, gonads, and non-ambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen, or subjective experience of gender. A birth record that is issued at or near the time of an individual's birth may be used to prove the biological sex of an individual.

"Family facility" means a family restroom or shower room that does not have more than one (1) toilet or shower.

"Multi-occupancy facility" means a restroom, locker room, changing room, or shower room that is accessible to multiple individuals at the same time. This term does not include family facilities.

Gender Designation of Multi-occupancy Facilities

The Board will designate for the exclusive use of the male or female biological sex each student restroom, locker room, changing room, or shower room that is accessible by multiple students at the same time which is located in a school building or a facility used by the school for a school-sponsored activity.

The Board will not construct, establish, or maintain a multi-occupancy facility that is open to all genders. However, this policy does not prohibit the Board from constructing, establishing, or maintaining a family facility.

Permissible Access of Multi-occupancy Facilities by the Opposite Biological Sex

An individual of the opposite biological sex may access a multi-occupancy facility in the following circumstances:

- A. A parent, guardian, or family member who is assisting a child under the age of ten (10), or a child under the age of ten (10) who is being assisted by a parent, guardian, or family member;
- B. A person with a disability who is being assisted by another person, or an individual who is assisting a person with a disability;
- C. A school employee whose job duties require them to enter a multi-occupancy facility that is designated for use by the opposite biological sex;

- D. An individual who enters a multi-occupancy facility designated for the use by the opposite biological sex because they reasonably believe that they are responding to a legitimate emergency situation.

Accommodations for Special Circumstances

The Board may provide accommodations at the request of a student due to special circumstances. Accommodations may include the use of single-occupancy facilities or controlled use of faculty facilities.

Violations of this Policy

Any student who willfully enters a multi-occupancy facility designated for use by the opposite biological sex for a purpose other than what is considered permissible pursuant to this policy, and refuses to leave when asked to do so by school personnel, is subject to discipline in accordance with the Student Code of Conduct.

Employees who willfully enter a multi-occupancy facility designated for use by the opposite biological sex for a purpose other than what is considered permissible pursuant to this policy, and refuses to leave when asked to do so by administrative personnel, are subject to discipline, up to and including termination of employment.

[X] Any other person who willfully enters a multi-occupancy facility designated for use by the opposite biological sex for a purpose other than what is considered permissible pursuant to this policy, and refuses to leave when asked to do so by school personnel, may be removed from the premises and subject to future restrictions.

R.C. 3319.90

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R.C. 3319.90

Book	Policy Manual
Section	Vol. 43, No. 2 - January 2025 CO
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Revised Policy - Vol. 43, No. 2

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

~~{CHOOSE OPTION #1 OR #2}~~

~~{X} {OPTION #1}~~

~~{ } () In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism),~~ **~~{END OF OPTION}~~** ~~{ } () In order to protect Governing Board property, promote security and protect the health, welfare, and safety of students, staff, and visitors,~~ **~~{END OF OPTION}~~** The Governing Board authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

~~{END OF OPTION #1}~~

~~{OR}~~

~~{ } {OPTION #2}~~

~~{ } The Governing Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the Educational Service Center ("Center") and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.~~

~~{END OF OPTION #2}~~

~~{END OF OPTIONS}~~

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the Educational Service Center ("Center") to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the Center. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent or Board President, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times.

~~(-) Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. [END OF OPTION] (-) The Board authorizes security personnel to use body worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms unless the staff member is responding to a specific incident. [END OF OPTION]~~

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the Center's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceedings, or criminal proceedings, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

~~[SELECT OPTION #1 OR OPTION #2]~~

[X] OPTION #1

~~[-] Under no circumstances will video surveillance/electronic monitoring equipment be used to make an audio recording of conversation occurring on school grounds or property.~~

~~[END OF OPTION #1]~~

~~[OR]~~

~~[-] OPTION #2~~

~~[-] Ordinarily, video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.~~

~~[END OF OPTION #2]~~

~~[END OF OPTIONS]~~

~~[-] Smart Sensor Monitoring Technology~~

~~[DRAFTING NOTE: This policy is offered to address the emerging monitoring technology used to detect vape smoke and the like.]~~

~~To protect students and faculty, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the Board authorizes the use of smart sensor electronic monitoring equipment on school property, including in school buildings and on school vehicles. Smart sensor monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct; as such, it may be used as evidence in disciplinary actions and may be provided to law enforcement in appropriate circumstances.~~

~~The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means that the Center employs to promote and foster a safe and secure teaching and~~

learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The Superintendent is responsible for determining where to install and operate fixed location smart sensor monitoring equipment in the Center. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor monitoring equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, gymnasiums, libraries, locker rooms, entryways, the front office, and other areas where students, employees, and visitors are permitted to freely come and go). The Superintendent will post notices in areas where smart sensor monitoring equipment is in use. () The Superintendent will also provide written communication to parents and staff when smart sensor monitoring equipment is installed. **[END OF OPTION]**

Any person who takes action to block, move, or alter the location of a smart sensor device shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the Center's schools and facilities and for law enforcement purposes and not for any other purposes. As such, information obtained through the use of smart sensor monitoring equipment may be used as evidence in any disciplinary proceedings or administrative proceedings, or provided to local law enforcement, subject to Board policy and administrative guidelines.

Smart sensor monitoring technology is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of smart sensor monitoring equipment and will take appropriate action in any cases of wrongful use of this policy or such technology.

~~[END OF SMART SENSOR MONITORING OPTION]~~

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring. However, prerecorded lessons or observations of ~~online~~ or virtual learning sessions may be included as part of an employee's evaluation in accordance with a collective bargaining agreement or Memorandum of Understanding approved by the Board.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform ~~his/her~~ job responsibilities through means of a live-stream that includes both video and audio, provided the employee is afforded advanced notice of the observation, and the recording of ~~the employee's~~ work and/or observation is conducted in accordance with a collective bargaining agreement or Memorandum of Understanding approved by the Board if the employee is a member of a bargaining unit.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including, but not limited to, completing components of an evaluation, so long as the information is gathered in a manner consistent with law and any applicable collective bargaining agreement or Memorandum of Understanding approved by the Board.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act ("FERPA"), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within ~~Seven (7)~~ **[seven (7) to thirty (30)]** days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after ~~Seven (7)~~ **[seven (7) to thirty (30)]** days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. () ~~Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.~~ **[END OF OPTION]**

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional, and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses, and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

~~[] () Annually, () Quarterly, () Monthly, () _____ [insert interval], the Superintendent shall conduct a review to verify that this policy and its implementing guidelines are being adhered to, and report to the Board on the use of video surveillance/electronic monitoring equipment in the Center. [END OF OPTION]~~

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18 U.S.C. 2510-2521

34 C.F.R. 99.1-99.67

FERPA 20 U.S.C. 1232g

Title I of the Electronic Communication Privacy Act of 1986

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Revised Policy - Vol. 43, No. 2

8142 - CRIMINAL HISTORY RECORD CHECK FOR CONTRACTED SCHOOL SERVICES

In accordance with State law, the Governing Board requires a criminal background check including information from the Bureau of Criminal Identification and Investigation ("BCII") and the Federal Bureau of Investigation ("FBI") of each person employed by a private company under contract with the Board to provide essential school services and who will work within the Educational Service Center ("Center") in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody, or control of a child.

"Essential school services" is defined to mean services provided by a private company that the Board or Superintendent has determined are necessary for the operation of the Center and that would need to be provided by employees of the Center if the services were not provided by the private company. No such individual, employed by a private company to provide essential school services under a contract with the Board, shall be permitted to work within the Center unless one of the following applies to the individual:

A. The private company provides proof of either of the following to the Superintendent:

1. that the individual has been the subject of a criminal records check in accordance with R.C. 3319.39 within the last five (5) years immediately prior to the date on which the person will begin working in the Center; and
2. that the criminal records check indicates that the individual has not been convicted of or pleaded guilty to any offense described in R.C. 3319.39(B)(1); or

B. During any period of time in which the individual will have routine interaction with a child or regular responsibility for the care, custody, or control of a child, the Superintendent has arranged for a Center employee to be present in the same room with a child or, if outdoors, within a thirty (30) yard radius of the child or to have visual contact with the child.

Enrollment in the State Rapback System

The Board will ensure that all employees and contractors whose work duties involve routine interaction with a child or who are regularly responsible for the care, custody, or control of a child are enrolled in the State Rapback System. Licensed employees are enrolled in Rapback by the State Board of Education's Office of Professional Conduct upon approval of their license. School bus and van drivers, and all other unlicensed employees and contractors who do not have a license or permit issued by the State Board of Education, are expected to complete the necessary steps to enroll in Rapback through the State Board as required by law. Employees and contractors may need to complete a new BCI background check (X) at their expense [END OF OPTION] upon initial enrollment in Rapback. Enrollment in Rapback is considered a mandatory condition of employment and is not optional. ~~[DRAFTING NOTE: House Bill 33 (effective July 4, 2023) mandated that all nonlicensed employees and contractors, including bus and van drivers, were required to be enrolled in~~

~~Rapack, Senate Bill 168 (effective October 24, 2024) modified this requirement to only those unlicensed employees and contractors who the Center determines will have routine interaction with a child or be responsible for the care, custody, or control of a child.]~~

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R.C. 3319.392

Book	Policy Manual
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8452 - AUTOMATED EXTERNAL DEFIBRILLATORS ("AED") AND CARDIOPULMONARY RESUSCITATION

An automated external defibrillator ("AED") is a medical device that interprets the cardiac rhythm of a person in cardiac arrest and, if appropriate, delivers an electrical shock to the heart intended to allow it to resume effective electrical activity.

To enhance school safety and in compliance with State law, the Governing Board will have an automated external defibrillator(S) (AED) placed in designated building(s) within the Educational Service Center ("Center") and at each sports and recreation facility under the Board's control.

The Board shall require teachers, nurses, counselors, school psychologists, principals and other administrative employees, coaches, athletic trainers, and any other person who supervises interscholastic athletics to successfully complete an appropriate training course in the use of AEDs. To fulfill this requirement, the Board will use a training that is either an approved program developed by the American Heart Association or American Red Cross, or a program that is nationally recognized and based on the most current national, evidence-based emergency cardiovascular care guidelines for CPR and use of an AED. The training will be incorporated into in-service training in child abuse, substance abuse, and violence prevention that is required upon initial employment and every five (5) years thereafter. The Board may require or make the training available to additional individuals.

Students in grades nine (9) through twelve (12) will also receive instruction in cardiopulmonary resuscitation ("CPR") and the use of an AED. The instruction shall include the psychomotor skills necessary to perform cardiopulmonary resuscitation of an AED. The training shall either be an approved program developed by the American Heart Association or American Red Cross, or a program that is nationally recognized and based on the most current national, evidence-based emergency cardiovascular care guidelines for CPR and use of an AED. Parents may submit a written request that their student be excused from the training. If it is determined that a student with a disability is not capable of performing the psychomotor skills required to perform CPR and use an AED as indicated in their Individualized Education Plan ("IEP"), they will not be required to complete the training.

Prior to the start of each athletic season, each school operated by the Center that offers athletic programs shall hold an informational meeting for students, parents, guardians, other individuals having care or charge of a student, physicians, pediatric cardiologists, athletic trainers, and any other individuals who participate in athletic programs regarding the symptoms and warning signs of sudden cardiac arrest for all ages of students.

Students who participate in an athletic program shall annually submit a form signed by the student and their parent or guardian that indicates they have received and reviewed a copy of the education materials regarding sudden cardiac arrest that is jointly developed by the Department of Health and Department of Education and Workforce. Students will not be permitted to participate in an athletic activity until the student has submitted the form to the designated school official. All individuals who coach an athletic activity will annually complete a training course approved by the Department of Health on sudden cardiac arrests.

The Board

~~[] shall adopt the model emergency action plan developed by the Department of Health~~

~~[OR]~~

[X] authorizes the Superintendent to develop an emergency action plan ~~[END OF OPTION]~~

for the use of automated external defibrillator. ~~[DRAFTING NOTE: Centers are required to adopt an emergency action plan for use of AEDs. As an option to meet this requirement, Centers may simply adopt the model emergency action plan developed by the Ohio Department of Health. If an alternative plan is developed, it is important to have the plan reviewed by medical personnel and legal counsel to ensure that it complies with state law.]~~

The emergency action plan shall be practiced at least quarterly.

The Superintendent is authorized to develop guidelines and select an appropriate training course in the use of an AED and sudden cardiac arrest.

~~An AED is a medical device that interprets the cardiac rhythm of a person in cardiac arrest and, if appropriate, delivers an electrical shock to the heart intended to allow it to resume effective electrical activity.~~

~~The Superintendent is authorized to develop guidelines that govern AEDs, including the use of the AED, placement of the AED, and appropriate training in the use of the AED.~~

A.C. 3301-27-01

R.C. 2305.235, 3313.623, 3313.717, 3313.5310, 3313.6021, 3313.6023

R.C. 3319.303, 3326.11, 3328.24, 3701.85, 3701.851, 3707.58, 3707.59

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A.C. 3301-27-01

R.C. 2305.235, 3313.62, 3313.717, 3313.5310, 3313.6021, 3313.6023

R.C. 3319.303, 3326.11, 3328.24, 3701.85, 3701.851, 3707.58, 3707.59

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Revised Policy - Vol. 43, No. 2

8500 — FOOD SERVICES

~~The Governing Board shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of meals for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education and Workforce ("DEW"). The Board shall annually encumber the funds needed to operate the program.~~

~~The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including, but not limited to, the current United States Department of Agriculture's ("USDA") USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.~~

~~Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.~~

~~The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the Educational Service Center community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other Center official so that the Board may address the conduct. See Policy 2260 — Nondiscrimination and Access to Equal Educational Opportunity.~~

~~The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:~~

- ~~A. consider the nutritional value of each food or beverage;~~
- ~~B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the Commission on Dietetic Registration, or a school nutrition specialist certified or credentialed by the School Nutrition Association;~~
- ~~C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the USDA United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and~~
- ~~D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.~~

~~The Educational Service Center's ("Center") food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. () Any competitive food items and beverages that are available for sale to~~

students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550—Competitive Food Sales. Foods and beverages not associated with the food service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540—Vending Machines. **[END OF OPTION]**

The Superintendent will require that the food service program serve foods in the schools of the Center that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the Center's compliance with the standards. () The Superintendent shall ensure that the Center's vendors and/or food service management contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines. **[END OF OPTION]**

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

[] Students who participate in a released time course in religious instruction pursuant to Board Policy 5223 during lunch may be provided a school meal for consumption during the released time instruction. The meal will meet all USDA meal pattern and nutrition standards requirements. () Meals served off-site will be subject to stringent sanitary and precautionary measures to avoid contamination and spoilage. **[END OF OPTION]**
[DRAFTING NOTE: Due to recent changes in the law, centers are required to adopt a policy that allows students to leave campus for religious instruction. Centers often designate lunch as a time when students may leave to attend the course. The Ohio Department of Education and Workforce released a statement which indicates that it will provide federal reimbursement to schools that provide meals for students who leave campus to attend religious instruction. Centers must request reimbursement. To be reimbursable, the meals must meet all USDA meal patterns and nutrition standards requirements.]

[END OF OPTION]

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under State and Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

[] If the Board does not comply with the requirement in A.C. 3301-91-10 of establishing a meal program to support summer intervention services, the Board will permit an approved summer food service sponsor to use school facilities located in a school building attendance area where at least one-half (1/2) of the students are eligible for free lunches. The Board () may () will **[END OF OPTION]** charge the summer food service program sponsor a reasonable fee for the use of school facilities that may include the actual cost of custodial services, charges for use of school equipment, and a pro-rated share of the utility costs as determined by the Board. The Board will also require the summer food service program sponsor to indemnify and hold harmless the Center from any potential liability resulting from the operation of the summer food service program. The () Treasurer () Business Manager **[END OF OPTION]** will ensure that the food service program sponsor is either added to the Center's liability insurance policy as an additional insured party, or require evidence of the sponsor's own liability insurance policy in the amount approved by the Board. The summer food service program sponsor shall be responsible for any costs incurred in obtaining coverage under this Policy. **[END OF OPTIONAL PARAGRAPH]**.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Dietary Modifications

[DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category, "Compliant Medical Documentation," is mandatory, whereas the second two (2) categories, i.e., "Noncompliant Medical Requests" and "Requests Not Based on a Medical Statement," are optional. The Board may choose either or neither of the two (2) optional categories.]

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, which is a medical professional authorized in the State of Ohio to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the () Food Service Director who shall serve as the Special Dietary Accommodation Coordinator () Special Dietary Accommodation Coordinator. **[END OF OPTIONS]**
[Insert name, address, phone, email address.] [DRAFTING NOTE—at least one (1) person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The Center will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy:

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the () Building Principal () Center's Compliance Coordinator () Superintendent () _____ **[OTHER] [END OF OPTIONS] [DRAFTING NOTE: The grievance procedure can be designed as appropriate for each Center]** and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed, () the decision is final () the decision may be appealed to the Superintendent whose decision is final () _____ **[OTHER] [END OF OPTIONS]**.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for

implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

[Optional Provision — for medical statements not compliant with 7 C.F.R. Part 15b]

[] Modifications Based on Noncompliant Medical Requests

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

[END OF OPTION]

[Optional Provision — Based on preferences with no medical documentation] [DRAFTING NOTE: If the Board chooses to include this category of modification, it must also choose among the options below.]

[] Modification Based on Student/Parental Preference

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the Center cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:

A. () Fluid Milk Substitution [If Selected, Choose One]

1. () The Center shall have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the Center will assist the student in choosing a reimbursable meal through offer versus serve ("OVS"). **[DRAFTING NOTE: This gives students the ability to decline some of the food options offered as part of the reimbursable meals. For example: five (5) components need to be offered and students need to take three (3) options. They can decline milk for example, and it is still a reimbursable meal. The intent is to give students a choice and avoid food waste. Schools have the ability whether or not they use OVS.]**
2. () The Center shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

B. () Religious Reason [If Selected, Choose One]

1. () The Center shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the Center will assist the student in choosing a reimbursable meal through OVS.
2. () The Center will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.

C. () General Dietary Preference [If Selected, Choose One]

1. () The Center shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the Center will assist the student in choosing a reimbursable meal through OVS.
2. () The Center will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.

[END OF OPTIONS]

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and Center policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the Center will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the Center may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the Center shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 9:00 a.m. ~~[or enter a time]~~ the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

~~[]~~ If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, and/or () _____ substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "person with a disability," but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For students without disabilities who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required. While the request must specify the medical or other special dietary need that restricts the student's diet (i.e., precludes the student's consumption of cow's milk), medical certification may not be required.

Meal Charges

Meals sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the Center.

The operation and supervision of the food service program shall be the responsibility of the _____. In accordance with Federal law, the _____ shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request. **[Please note: Schools participating in more than one (1) child nutrition program are only required to obtain two (2) food safety inspections per school year if the nutrition programs offered use the same facilities for the preparation and service of meals. Also, the requirement for two (2) inspections does not apply to schools that only offer the Special Milk Program.]**

A periodic review of the food service accounts shall be made by the _____. Any surplus funds from the National School Lunch Program or the Healthy, Hunger Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a la carte foods may accrue to the food service program.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. Center efforts to collect bad debt shall be in accordance with Policy 6152—Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred () and after the Superintendent determines that sufficient reasonable effort and approaches to collecting the debt have been made. **[END OF OPTION]** If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the Center general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

Negative Account Balances

[DRAFTING NOTE: USDA regulations provide local control with respect to permitting negative lunch account balances, including prohibiting it altogether. As a practical matter, a hard-line rule prohibiting any negative account balances is not recommended. Rather, permitting some limited negative balances to occur, while placing some restrictions on those situations, is likely the most appropriate. Nonetheless, this first option recognizes that each Center does have the choice to prohibit a negative balance without any exceptions].

[] [OPTION #1]

No student will be permitted to purchase any meals for which the student does not have sufficient balance in their food service account or sufficient cash on hand to purchase the food items.

Students receiving paid or reduced-price lunch who do not have sufficient account balance or cash on hand to purchase a meal () will not be provided an alternative meal () will be provided an alternative meal **[END OF OPTIONS]** that meets the USDA guidelines applicable to alternative meal options. The Superintendent shall, in coordination with the Center's food service, assure that any alternative meals that are provided meet the requisite USDA guidelines for alternative meals. The cost of the alternative meal will be added to the delinquent account.

[END OF OPTION #1]

[] [OPTION #2]

~~Students will be permitted to purchase meals from the Center's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions:~~

~~Students may be permitted to accumulate negative food service account balance () not to exceed \$_____ () not to exceed an amount equal to one (1) school week of regular meal price [END OF OPTIONS]. () Students up to grade eight (8) will be allowed to incur a negative balance not to exceed \$_____. [END OF OPTIONAL SENTENCE] [DRAFTING NOTE: The Board may establish a different permissible negative balance for elementary grades to account for the students' lower level of responsibility for managing these accounts at the younger grade levels.] A student () shall be () shall not be [END OF OPTION] permitted to purchase a la carte items without sufficient account balance or cash on hand. () Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring their account current.~~

~~[] A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The Center will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.~~

~~[] [OPTION A]~~

~~If a student has reached the permissible level of negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.~~

~~[END OF OPTION A]~~

~~[] [OPTION B]~~

~~If a student has a significant negative lunch account balance, they shall be provided an alternate meal () at a reduced price recommended by the Superintendent and approved by the Board [END OF OPTION], the cost of which shall continue to accrue to a negative lunch account balance, and the student's parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.~~

~~[END OF OPTION B]~~

~~[] Negative lunch account balances will carry over from year to year until paid in full or until a student enters 9th grade. Upon entering 9th grade, any negative lunch account balances will be converted to school fees. Parents/Guardians will be responsible for paying all fees in accordance with Policy 6152—Student Fees, Fines, and Charges. Fee waivers are applied in accordance with Policy 6152.01—Waivers of School Fees for Instructional Materials.~~

~~[END OF OPTION #2]~~

~~[END OF OPTIONS]~~

~~Students who have qualified for Free lunches are still responsible for paying off any debt that was incurred prior to qualifying for free lunches.~~

~~This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or Center during the year. The policy and implementing guidelines will also be provided to all Center staff with responsibility for enforcing the policies. () The policy and guidelines will be posted on the Center website. [END OF OPTION]~~

~~Bad debt incurred through the inability to collect meal payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.~~

~~[] Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the Center general~~

fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service and shall also address feeding students with unpaid meal balances without stigmatizing them.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or Center during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1200, Policy 3113, Policy 3210, Policy 3214, Policy 4113, Policy 4210, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting, and disposition of food service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all Center employees whose salaries are paid for with USDA funds or non-Federal funds used to meet a match or cost share requirement must comply with the Center's time and effort record-keeping policy (see Policy 6116).

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction unless the classroom is also used to serve meals to students is prohibited.

The Center shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the Center's food service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

The Superintendent will require that the food service program serve foods in the schools of the Center that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the Center's compliance with the standards at one of its regular meetings annually.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The Center's nondiscrimination statement below is complementary to the Center's nondiscrimination policies, including Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122—Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at

~~(202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.~~

~~To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:~~

- ~~1. Mail:~~
~~U.S. Department of Agriculture~~
~~Office of the Assistant Secretary for Civil Rights~~
~~1400 Independence Avenue, SW~~
~~Washington, D.C. 20250-9410; or~~
- ~~2. Fax:~~
~~(833) 256-1665 or (202) 690-7442; or~~
- ~~3. E-mail:~~
~~program.intake@usda.gov.~~

~~This institution is an equal opportunity provider.~~

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Legal	A.C. 3301-91
	R.C. 3313.81, 3313.811-815
	7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015
	42 U.S.C. 1758
	Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
	Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
	OMB Circular No. A-87USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)
	SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs