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STUDENT POLICIES GOALS

The Board advocates the following goals to:

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

[Adoption date: April 11, 2005]

LEGAL REFS.: Ohio Const. Art. II
ORC 3313.20; 3313.48

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, sexual orientation, economic status, marital status, pregnancy, age or disability in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

[Adoption date: April 11, 2005]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
Executive Order 11246, 1965, amended by Executive Order 11375
Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)
Individuals with Disabilities Education Act; 20 USC 1400 et seq.
Americans with Disabilities Act; 42 USC 12101 et seq.
Vocational Rehabilitation Act of 1973, Section 504
ORC 9.60 through 9.62
OAC 3301-35-02; 3301-35-04

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
IGBA, Programs for Students with Disabilities
IGBB, Programs for Gifted and Talented Students
IGBI, English as a Second Language (Limited English Proficiency)
IGBJ, Title I Programs
JECAA, Admission of Homeless Students
JFA, Student Due Process Rights

THIS IS A REQUIRED POLICY

COMPULSORY ATTENDANCE AGES

Children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school, which conforms to the standards prescribed by the State Board of Education (SBOE) until one of the following occurs.

1. The person receives a diploma or certificate of high school equivalence granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.
2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State law.
3. The person is excused from school under standards adopted by the SBOE pursuant to State law.

The parent(s) of any person who is of compulsory school age must send such person to school unless he/she is exempt as listed above.

[Adoption date: April 11, 2005]

[Re-adoption date: February 8, 2016]

[Re-adoption date: November 9, 2016]

LEGAL REFS.: ORC 3301.80; 3301.81
3313.61
3321.01 et. seq.
3331.02
OAC 3301-35-04
3301-41

CROSS REFS.: IGBG, Homebound Instruction
JEB, Entrance Age (Mandatory Kindergarten)
JEG, Exclusions and Exemptions from School Attendance
JFE, Pregnant Students

ENTRANCE AGE
(Mandatory Kindergarten)

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

[Adoption date: April 11, 2005]

[Re-adoption date: February 15, 2017]

LEGAL REF.: ORC 3321.01

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

THIS IS A REQUIRED POLICY

EARLY ENTRANCE TO KINDERGARTEN

State law establishes minimum age requirements for admission to kindergarten. A child who does not meet the age requirements for admittance to kindergarten or first grade, but who will be five or six years old, respectively, prior to January 1 of the school year in which admission is requested, shall be evaluated for early admittance upon referral by the child's parent or guardian, an educator employed by the District, a preschool educator who knows the child or a pediatrician or psychologist who knows the child. Following an evaluation in accordance with such a referral, the Board decides whether to admit the child.

If a child, for whom admission to kindergarten or first grade is requested, will not be five or six years of age, respectively, prior to January 1 of the school year in which admission is requested, the child is admitted only in accordance with the District's acceleration policy adopted under State law.

[Adoption date: May 28, 2013]

[Re-adoption date: February 15, 2017]

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

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

THIS IS A REQUIRED POLICY

SCHOOL ADMISSION

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

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proofs of residence.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her, which are maintained by the school most recently attended. A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

In addition, students released from the Department of Youth Services (DYS), just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DHS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DHS custody;
3. the student's current Individualized Education Program, if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

[Adoption date: April 11, 2005]
[Re-adoption date: December 11, 2011]
[Re-adoption date: May 28, 2013]
[Re-adoption date: September 8, 2015]
[Re-adoption date: January 24, 2017]

LEGAL REFS.: ORC 2151.33;
2152.18(D)(4)
3109.52 through 3109.61; 3109.65 through 3109.76;
3109.78; 3109.79; 3109.80
3313.48; 3313.64; 3313.67; 3313.671; 3313.672
3317.08
3321.01
OAC 3301-35-04(F)

CROSS REFS.: AFI, Evaluation of Educational Resources
IGBA, Programs for Students with Disabilities
JECAA, Admission of Homeless Students
JECB, Admission of Nonresident Students
JEE, Student Attendance Accounting (Missing and Absent Children)
JHCA, Physical Examinations of Students
JHCB, Immunizations
JO, Student Records

ENROLLMENT CHECKLIST

Three Rivers Schools are open free of tuition to all resident students legally eligible to attend. In certain special cases, nonresident students may be eligible. Tuition students are not accepted. This checklist is designed for use by principals enrolling new students to assure that those being enrolled are legally eligible.

The process begins when a student and parent(s)/guardian come to register. If they state they are current residents, this should be verified before any further steps are taken to enroll.

One resident custodial parent/guardian must provide one of the following showing the address in the District:

- Current driver's license
- Most recent income tax return
- Deed or written lease
- Insurance policies indicating place of residence
- Telephone listing
- Voter registration card from Board of Elections
- Utility bill
- Rental agreement from property owner

- _____ All parents fill out Enrollment Affidavit (attached).
- _____ If student is enrolling in kindergarten, determine age eligibility.
- _____ If student is enrolling in grade 1, determine kindergarten completion.
- _____ If student does not live in a District home with both parents and both parents are living, copy of court custody papers must be obtained and kept on file in school records.
- _____ Ascertain last (previous) address outside District.
- _____ Copy of student's birth certificate or other acceptable specified birth document (passport, attested transcript of passport; attested transcript of certificate of birth; attested transcript of certificate of baptism or other religious record showing date and place of birth; attested transcript of hospital record showing date and place of birth; birth affidavit). If not available at registration, register the student anyway. The document must be produced within 14 days. If not, report as a possible missing child.
- _____ If renting in District or living free with District resident, fill out Landlord Affidavit.
- _____ Copy of student's social security card. (If card not available, register anyway. Obtain number unless parent refuses to disclose.)

- _____ Name and address of previous school attended; records release form signed. (If records not received in 14 days, report as possible missing child.) Ascertain that student is not expelled from another public school.
- _____ Emergency medical authorization form completed (if not completed do not register).
- _____ Registration form completed with 9-digit zip code, including statement of understanding; fraudulent enrollment will result in withdrawal plus assessment of tuition plus interest and processing costs being assessed.
- _____ Immunizations documented or completed in 14 days from registration date
- _____ Copy of most recent IEP if applicable and available
- _____ Custody papers or guardianship document, if applicable. If in process, copy of custody hearing docket form from court (good for 60 days only)
- _____ Buying or building home; notarized letter from builder or financial institution with date of closing indicated as well as address; also notarized letter or affidavit from parent saying same (good for 90 days only).

The following are special eligibility situations (all require written evidence; check with Superintendent):

1. Court-ordered school placement or custody, including latest updates.
2. Student 18-22 living in District apart from parents; support self by own labor.
3. Under 18, married, resident
4. Place with resident for adoption; parents live out of the state.
5. Medical condition which may require emergency medical treatment, and one parent is employed at location within the District (condition certified by physician as supported by other evidence).
6. Student residing in District with person other than parent while parent is serving in armed forces outside Ohio.
7. Student living in District with parent and is under care of shelter for victims of domestic violence.
8. Foreign exchange student.
9. Parent died during year and student living in another district; good for rest of this year.

10. Special education student under age 22 who has graduated (from any high school) and now lives in District with parent and wishes to enroll in vocational program.
11. Child of full-time nonresident employee enrolling at beginning of school year.

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12. Student is senior; parents moved out after first day of school; good for rest of year and one more semester in addition.
13. Superintendent agreement between two districts under extenuating circumstances for mental well-being.
14. Student is homeless.
15. Student is returning from home instruction.

DISTRICT ENROLLMENT CHECKLIST
(Secretary Form)

***The following items are required and must be approved before a student may start school.

1. A copy of the proof of residency. Examples of a proof of residency document include landlord affidavits, lease agreements, tax bills, utility bills (Cinergy), water bills or telephone bills. These documents do not need to be notarized.
2. A parent/guardian driver's license or proof of identity must be presented.
3. Registration form/emergency medical authorization form must be completed.
4. Enrollment affidavit.

The following documents are required within 14 days of enrollment:

1. An official birth certificate (school makes a copy) or a baptism record or a passport.
2. Copy of immunization record.
3. Consent release of school records (previous school name/address/telephone)
4. Copy of both the divorce and custody documents (if applicable). A court docket number is good for 60 days.
5. Copy of guardianship/grandparents (power of attorney, if applicable). A court docket number is good for 60 days.

*A proof of residency document must be presented within 14 days for any currently enrolled student who has a change of address within the District.

Parents are to complete the following forms and return as soon as possible:

District Medical Emergency Information Card
Computer/Internet Acceptable Use Agreement
Free and Reduced Meal Application (if applicable)
School Fee Waiver Form (if applicable)

*Although it is not mandatory by law, we would like to have a copy of the student's social security card.

PLEASE INQUIRE WHETHER THE STUDENT HAS BEEN INVOLVED IN A SPECIAL EDUCATION or GIFTED EDUCATION PROGRAM.

Three Rivers Local School District, Cleves, Ohio

Copy of IEP (individual education plan) and MFE (multi-factored evaluation) or 504 (special needs).

Documentation of involvement in a gifted program at former school.

Defer to the building principal any time you need interpretation of policy/procedure #5403.

DISTRICT ENROLLMENT CHECKLIST
(Parent Form)

****A copy of the proof of residency must be presented and approved before a student may start school. Examples of a proof of residency document include landlord affidavits, lease agreements, tax bills, utility bills (Cinergy), water bills or telephone bills. These documents do not need to be notarized.**

The following documents are required:

1. An official birth certificate or a baptism record or a passport.
2. Copy of immunization record
3. Parent/Guardian driver's license or proof of identity
4. Copy of both the divorce and custody documents (if applicable)
5. Copy of guardianship/grandparents (power of attorney, if applicable)
6. Copy of the student's social security card.

Parents are to complete the following forms:

1. Registration form/emergency medical authorization
2. District medical emergency information card
3. Computer/Internet acceptable use agreement
4. Enrollment affidavit
5. Consent release of school records (previous school name/address/telephone)
6. Free and reduced meal application (if applicable)
7. School fee waiver form (if applicable)

If your child has ever been identified as gifted or special needs, PLEASE ENSURE THE FOLLOWING ARE INCLUDED FROM THE STUDENT'S RECORDS COMING FROM HIS/HER PREVIOUS SCHOOL.

1. Copy of IEP (individual education plan) and MFE (multi-factored evaluation) or 504 (special needs).

2. Documentation of involvement in a gifted program at former school.

ENROLLMENT AFFIDAVIT

State of Ohio)
) S. S.
County of Hamilton)

1. I/We understand that the schools of Three Rivers Local School District shall be free to all school district residents between five and twenty-one years of age. School residents include children whose parents are actual residents of the school district; children who reside with an adult in the school district who has legal custody of them (or has a custody hearing scheduled within 60 days); children who have been placed by court order in foster homes; persons at least 18 but not more than 21 years of age who live apart from parents and who support themselves by their own labor; children of parents purchasing or building a residence in the district to be occupied in 90 days; and children in certain other specific circumstances.
2. The information provided on this form and on other school enrollment forms is true and no information has been withheld, concealed or misrepresented for my child who will be attending a Three Rivers School.
3. I/We will immediately notify the school of any change in the information on these forms.
4. I/We understand that, although Three Rivers Local School District does not normally accept tuition students, if our child attends school while not being eligible to do so tuition free, we will be responsible for tuition at a rate set by the Treasurer of the Three Rivers Local School District according to law, plus interest at the rate of 1-1/2% per month, plus administrative costs, court costs, and any attorney fees incurred in the collection of these sums, and the student will immediately be withdrawn from the Three Rivers Local School District.
5. Further, I/we acknowledge that I/we have been advised that giving false information of residency to a school official may result in prosecution for the offense of falsification or fraud.

Signature - Father

Signature - Mother

Signature - Legal Custodian or Guardian

Signature - Legal Custodian or Guardian

Signature - Student 18 years of age or older

LANDLORD AFFIDAVIT

State of Ohio)
) S. S.
County of Hamilton)

The undersigned, being duly sworn according to law, state that:

I (We) _____ (landlords) do hereby swear that we are the owners of the property at

_____ (address).

I (We) also swear that the following is a true and accurate list of the persons (children and adults) who rent space from us (or are living free of charge) at that address:

I (We), the owners of the property, personally reside at this address:

_____ and our phone number is: _____

I (We) also understand that by attesting to the above, should any discrepancy be found by the Three Rivers Local School District, we shall be subject to the charge of fraud against the Three Rivers Local School District and either criminal or civil charges may be filed by the District.

Landlord signature

Landlord signature

Before me, a Notary Public of the state of Ohio, personally came _____, who said that he/she testifies that the above information is a true and accurate statement. In testimony whereof, I have hereunto subscribed my name and affixed my official seal on this _____ day of _____, _____.

Notary Public

CARETAKER AUTHORIZATION AFFIDAVIT

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

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

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

1. Name of child: _____
2. Child's date and year of birth: _____
3. Child's social security number (optional): _____
4. My name: _____
5. My home address: _____
6. My date and year of birth: _____
7. My Ohio driver's license number or identification card number: _____
8. Despite having made reasonable attempts, I am either:
 - A. Unable to locate or contact the child's parents, or the child's guardian or custodian or
 - B. I am unable to locate or contact one of the child's parents and I am not required to contact the other parent because paternity has not been established or
 - C. I am unable to locate or contact one of the child's parents and I am not required to contact the other parent because there is a custody order regarding the child and one of the following is the case:
 - 1) the parent has been prohibited from receiving notice of a relocation or
 - 2) the parental rights of the parent have been terminated.

I hereby certify that this affidavit is not being executed for the purpose of enrolling the child in a school or school district so that the child may participate in the academic or interscholastic athletic programs provided by that school district.

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

WARNING: DO NOT SIGN THIS FORM IF ANY OF THE ABOVE STATEMENTS ARE INCORRECT. FALSIFICATION IS A CRIME UNDER SECTION 2921.13 OF THE OHIO REVISED CODE, PUNISHABLE BY THE SANCTIONS UNDER CHAPTER 2929, OF THE OHIO REVISED CODE, INCLUDING A TERM OF IMPRISONMENT OF UP TO SIX MONTHS, A FINE OF UP TO \$1,000 OR BOTH.

I declare that the foregoing is true and correct:

Signed: _____ Date _____
Grandparent

State of Ohio)

)ss:

County of _____)

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

Notary Public

POWER OF ATTORNEY

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

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

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

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

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

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

1 of 2

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

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

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

Witness my hand this _____ day of _____, _____

Parent/Custodian/Guardian's Signature

Parent's Signature

Grandparent designated as attorney in fact

State of Ohio)

)ss:

County of _____)

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

Notary Public

ADMISSION OF HOMELESS STUDENTS

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

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
7. migratory students living in circumstances described above and
8. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

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

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;
2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;
3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;
4. it provides training opportunities for staff on identifying and serving homeless students;
5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency of other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;
6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to nonhomeless students and
7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

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

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

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

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

[Adoption date: April 11, 2005]

[Re-adoption date: May 13, 2008]

[Re-adoption date: February 8, 2016]

[Re-adoption date: January 24, 2017]

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

CROSS REFS.: AC, Nondiscrimination
JB, Equal Educational Opportunities
JEC, School Admission
JHCB, Immunizations
JO, Student Records

THIS IS A REQUIRED POLICY

ADMISSION OF HOMELESS STUDENTS
(Enrollment Dispute Resolution Process)

The District is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: eligibility, enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.

Should a dispute arise over school selection or enrollment in a school, the parents, guardians and unaccompanied youth may initiate the resolution process directly at the school they choose or with the District homeless liaison. Written and/or oral communication may be provided to support their views. Students are provided with all services for which they are eligible while the dispute is being resolved.

Disputes should be resolved at the District level, rather than the school level. The District makes the resolution process as informal and accessible as possible, allowing for impartial and complete review.

Written documentation from the District is complete, as brief as possible, simply stated and provided in a language the parent, guardian or unaccompanied youth can understand.

The following steps are taken when a dispute arises over school selection or enrollment in a school:

1. The District provides the parent/guardian or unaccompanied youth with a written explanation of the school's decision regarding school selection or enrollment.
2. The District informs the parent/guardian or unaccompanied youth in writing of their right to appeal the decision.
3. Should the dispute continue, the District refers the parent/guardian or unaccompanied youth to the District homeless liaison who shall review the complaint and issue an opinion in writing to the parent/guardian or the unaccompanied youth.
4. Should the dispute continue, the District homeless liaison assists the involved parties in presenting the situation to the Ohio Department of Education homeless education coordinator.
5. The state homeless education coordinator recommends a decision for distribution to the parent/guardian or unaccompanied youth, local Superintendent and District liaison.

6. Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

(Approval date: February 8, 2016)

(Re-approval date: January 24, 2017)

ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

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

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the District;
(The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services;
(The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan;
(The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)

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

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

1. when agreements have been established with other boards of education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or
3. for adult residents or classified staff employees of the District who meet the criteria established by the Board.

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

2 of 3

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

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 2152.18(D)(4)
3109.52; 3109.53; 3109.65; 3109.66
3311.211
3313.64; 3313.644; 3313.645; 3313.65; 3313.672; 3313.90
3317.08
3319.01
3323.04
3327.04; 3327.06
OAC 3301-35-04
3301-42-01

CROSS REFS.: JECAA, Admission of Homeless Students
JECBA, Admission of Exchange Students
JECBB, Admission of Interdistrict Transfer Students
JO, Student Records

CONTRACT REFS.: Teachers' Negotiated Agreement
Classified Staff Negotiated Agreement

THIS IS A REQUIRED POLICY

ENROLLMENT CHECKLIST

Three Rivers Schools are open free of tuition to all resident students legally eligible to attend. In certain special cases, nonresident students may be eligible. Tuition students are not accepted. This checklist is designed for use by principals enrolling new students to assure that those being enrolled are legally eligible.

The process begins when a student and parent(s)/guardian come to register. If they state they are current residents, this should be verified before any further steps are taken to enroll.

One resident custodial parent/guardian must provide one of the following showing the address in the District:

- Current driver's license
- Most recent income tax return
- Deed or written lease
- Insurance policies indicating place of residence
- Telephone listing
- Voter registration card from Board of Elections
- Utility bill
- Rental agreement from property owner

- _____ All parents fill out Enrollment Affidavit (attached).
- _____ If student is enrolling in kindergarten, determine age eligibility.
- _____ If student is enrolling in grade 1, determine kindergarten completion.
- _____ If student does not live in a District home with both parents and both parents are living, copy of court custody papers must be obtained and kept on file in school records.
- _____ Ascertain last (previous) address outside District.
- _____ Copy of student's birth certificate or other acceptable specified birth document (passport, attested transcript of passport; attested transcript of certificate of birth; attested transcript of certificate of baptism or other religious record showing date and place of birth; attested transcript of hospital record showing date and place of birth; birth affidavit). If not available at registration, register the student anyway. The document must be produced within 14 days. If not, report as a possible missing child.
- _____ If renting in District or living free with District resident, fill out Landlord Affidavit.
- _____ Copy of student's social security card. (If card not available, register anyway. Obtain number unless parent refuses to disclose.)

- _____ Name and address of previous school attended; records release form signed. (If records not received in 14 days, report as possible missing child.) Ascertain that student is not expelled from another public school.
- _____ Emergency medical authorization form completed (if not completed do not register).
- _____ Registration form completed with 9-digit zip code, including statement of understanding; fraudulent enrollment will result in withdrawal plus assessment of tuition plus interest and processing costs being assessed.
- _____ Immunizations documented or completed in 14 days from registration date
- _____ Copy of most recent IEP if applicable and available
- _____ Custody papers or guardianship document, if applicable. If in process, copy of custody hearing docket form from court (good for 60 days only)
- _____ Buying or building home; notarized letter from builder or financial institution with date of closing indicated as well as address; also notarized letter or affidavit from parent saying same (good for 90 days only).

The following are special eligibility situations (all require written evidence; check with Superintendent):

1. Court-ordered school placement or custody, including latest updates.
2. Student 18-22 living in District apart from parents; support self by own labor.
3. Under 18, married, resident
4. Place with resident for adoption; parents live out of the state.
5. Medical condition which may require emergency medical treatment, and one parent is employed at location within the District (condition certified by physician as supported by other evidence).
6. Student residing in District with person other than parent while parent is serving in armed forces outside Ohio.
7. Student living in District with parent and is under care of shelter for victims of domestic violence.
8. Foreign exchange student.
9. Parent died during year and student living in another district; good for rest of this year.

10. Special education student under age 22 who has graduated (from any high school) and now lives in District with parent and wishes to enroll in vocational program.
11. Child of full-time nonresident employee enrolling at beginning of school year.

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12. Student is senior; parents moved out after first day of school; good for rest of year and one more semester in addition.
13. Superintendent agreement between two districts under extenuating circumstances for mental well-being.
14. Student is homeless.
15. Student is returning from home instruction.

ADMISSION OF EXCHANGE STUDENTS

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

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

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

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

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

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 3313.20; 3313.535; 3313.64

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

ADMISSION OF EXCHANGE STUDENTS

The following procedures shall be observed in administering the foreign exchange student program:

1. Exchange students must be associated with an organized foreign exchange program that is approved by the Ohio Association of Secondary School Administrators and/or National Association of Secondary School Principals. Such organizations must maintain either an office or a representative in central Ohio.
2. The sponsoring parents and/or representatives of the approved sponsoring organization must contact the designated coordinator of the foreign exchange student program in the high school guidance office.
3. Exchange students must have a host family assigned and accepted by July 1. The maximum number of foreign exchange students to be enrolled in any given year is three.
4. The Board reserves the right to restrict the number of foreign exchange students in any given academic year.
5. The school reserves the right to deny enrollment to foreign exchange students if approval by the high school guidance office has not been given by July 1 preceding the year of desired enrollment.
6. In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival.
7. Exchange students must be full-time students carrying a full academic classload. Enrollment eligibility shall be determined on an annual basis. Exchange students shall receive pass/fail grades only for purposes of class GPA ranking. The coordinator shall keep a record of the students' actual grades for permanent records.
8. Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.
9. Priority for enrollment will be granted to students enrolling in a level other than grade 12.
10. Exchange students completing grade 12 are not permitted to participate in the graduation exercises. Neither are exchange students eligible for a diploma.
11. Exchange students are expected to share their cultural heritage to the fullest extent possible including topics such as government, economics, historical understanding and language.
12. Exchange students are subject to the same rules, fees and procedures of the Board as apply to all high school students.

(Approval date: April 11, 2005)

INTERDISTRICT OPEN ENROLLMENT

The Board shall permit the enrollment of students from any Ohio district in a school or program of this District, provided each enrollment is in accordance with laws and regulations of the state concerning interdistrict open enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy. The following is a list of terms relevant to this policy/procedure.

Home District

The school district from which the student emanates.

Open Enrollment

State-mandated options, policies, and regulations concerning the Board's authority to adopt resolutions regarding intradistrict and interdistrict enrollment policies and guidelines. Interdistrict open enrollment permits the admission of students to this District from adjacent districts or any other district in the state.

District Student

A student who resides in this District and is referred to in the statute as a resident native student.

Other District

Any school district in the state.

Other District Student

A resident student of any other district who enrolls, or seeks to enroll, in this District.

Tuition Student

A nonresident student who is enrolled in this District on a tuition basis.

Program

Any one of the specific course offerings of this District.

Program Size

The restrictions on a number of students in a program due to circumstances unique to that specific program, the terms of a collectively-bargained, negotiated agreement, and/or financial or operating conditions of the District.

Racial Balance

“Racial” refers to minorities classified as African-American, Asian-American, Hispanic-American, or Native-American students. “Balance” refers to the percentage of “racial” students in a District program, classroom, or school.

Racially Isolated Building

A racially isolated building refers to a school district building in which the racial composition of the students varies significantly from the overall composition of the District.

Maintaining Appropriate Racial Balance

It is the intent of the Board to maintain an appropriate racial balance as required by law.

The Superintendent shall prepare guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and establish procedures that provide for the following:

1. Nondiscrimination on the basis of grade level, including preschool disabled; academic ability; English language proficiency; or any level of artistic, athletic, or extra-curricular skills. A student’s application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for 10 consecutive days or more that occurs in the current semester or the semester immediately preceding the application. If the District does not currently provide services required for a disabled, adjacent district student, his/her application may be denied.
2. Application procedures including the criteria by which applications from adjacent district and other district students shall be reviewed and prioritized. District students and any adjacent district or other school district students previously enrolled under the provisions of this policy shall be given priority.
3. Maintenance of appropriate racial balance in District schools, classrooms, and programs.
4. Communications with applicants and their parents concerning this policy and the District’s guidelines, including the time lines for application and notification of acceptance or rejection.

5. Athletic eligibility complies with state regulations and the provisions set forth by the Ohio High School Athletic Association.
6. Any transportation provided by the District for an adjacent district or other district student takes place within established bus routes and bus stops within the District. High school students are not transported.
7. Set District capacity limits by grade level, school building, and educational program.

This policy shall be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind interdistrict open enrollment.

[Adoption date: April 11, 2005]

[Re-adoption date: April 8, 2008]

[Re-adoption date: April 21, 2015]

[Re-adoption date: January 26, 2016]

[Re-adoption date: May 22, 2018]

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

ADMISSION OF STUDENTS PARTICIPATING UNDER
INTERDISTRICT OPEN ENROLLMENT
(Administrative Guidelines)

Application Process

1. On or before May 1, the Superintendent shall inform the general public of the Interdistrict Open Enrollment policy and application procedures via the local media.
2. On or before May 20, each principal will notify the Superintendent of grade levels and/or programs, which have space available for students from another Ohio District.
3. Application forms will be available and accepted at the Three Rivers District Board of Education office.
4. Applications for admission from other Ohio districts may be submitted to the Superintendent from the first day in June up to the last Friday in June. Applications must be picked up and returned in person. No applications received by other methods will be accepted.
5. A separate application must be submitted for each student who requests an interdistrict transfer.
6. Applications shall be considered on a first-come, first-served basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - A. District resident students will not be displaced;
 - B. children of employees;
 - C. students who reside/attend the District and move after the start of a school year;
 - D. students currently attending the District pursuant to interdistrict open enrollment policy;
 - E. students who are members of the same family unit (brothers and sisters) of students who attend the District pursuant to interdistrict open enrollment policy;
 - F. students who reside with grandparents in the District or whose grandparents (who are District residents) are caregivers and
 - G. first-time open enrollment students.

7. Applications will be acted upon no later than August 10. Notification to applicant's parents and resident district Superintendent will be made within five working days of action being taken on the application. Parents will have five days in which to accept and must notify the District of their intent to enroll the student in Three Rivers Local Schools under interdistrict open enrollment. Failure to notify the District within the five-day period of time will result in this offer being withdrawn, thus allowing for other students to be considered for an available opening.
8. The Superintendent may waive the stated enrollment deadlines should extenuating circumstances exist. These applications will also be prioritized on a first-come basis.
9. If at any time prior to the start of the school year, the enrollment of a new Three Rivers District student brings a specific class or program enrollment to optimum size, the application of students from other Ohio districts shall be revoked in reverse order as listed in Item 6 above until the class size is reduced to the optimum class size again. However, students from other Ohio districts who have begun the school year shall be allowed to complete the school year.
10. Students who begin but choose not to complete the entire school year in the District and who return to their resident school district during the same school year will not be permitted to apply for interdistrict open enrollment status for the following school year.
11. Students whose applications are initially denied because of space limitations may request in writing to have their application placed on a waiting list. Such applications shall have priority over any interdistrict open enrollment applications, which might be filed following the standard application deadline. Applications from this waiting list will be processed in the same priority order outlined in Item 6 above. Applications on the waiting list will be kept until the following June 1.
12. Students who reside out of the state of Ohio are ineligible to apply for open enrollment.

Application Guidelines

1. Approval
 - A. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building, or grade level, which is the number of students that can be accommodated without increasing District expenditures for staff and equipment.

- B. When a student from another Ohio district requests an application, he/she is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another Ohio district will be enrolled in a program or course of study who has not met the prerequisites established for District students.
- C. No interdistrict transfers will be permitted if the enrollment being requested exceeds the limits established by state/District regulations. At the time applications are submitted, applications in grades 7-12 must submit a list of courses being requested so that a determination can be made whether space is available for interdistrict open enrollment students. Additionally, the District must have available space and teachers for the applicant. An applicant will not be accepted if his/her acceptance shall exceed the building capacities and class size caps.
- D. Three Rivers resident students shall have priority to all programs, building and grade levels over interdistrict open enrollment applicants.
- E. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extracurricular skill, or any requirement that applicants be proficient in the English language.

2. Application Rejection

- A. Applications from students from other Ohio districts may be rejected if the racial balance of the other Ohio district or this District's program, classroom, or school would be negatively impacted.
- B. Applications from students from other Ohio districts may also be rejected if the student has been suspended or expelled for 10 consecutive days or more during the semester the application is made or the preceding semester. In addition, no student shall be accepted under the interdistrict enrollment program who has been convicted or ruled a delinquent child for committing any of the crimes listed below:
 - 1) conveying deadly weapons or dangerous ordinance;
 - 2) possessing deadly weapons or dangerous ordinance;
 - 3) carrying a concealed weapon on school property, or at a school function;
 - 4) trafficking in drugs;
 - 5) murder or aggravated murder;
 - 6) voluntary or involuntary manslaughter;
 - 7) assault or aggravated assault;
 - 8) rape, gross sexual penetration or
 - 9) complicity in any of the offenses.

- C. The acceptance of interdistrict open enrollment of students is only for enrollment in a public school district. The Board will deny the request for enrollment of a student who wishes to enroll in the District for the expressed purpose of attending a private school/vocational school to which the District provides transportation.

3. Additional Guidelines

- A. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided for disabled resident native students. If a student from another Ohio district becomes disabled under Section 504 or the staff finds out that a student from another Ohio district is in need of services in accordance with an individualized educational plan, it will provide appropriated services. The students, however, must agree to attend the District school at which the needed services are currently available. If any services must be obtained elsewhere, the Superintendent shall notify the other Ohio districts to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense. A representative of the other Ohio district will be invited to participate in the placement meeting. Enrollment limits per special education shall not be exceeded.
- B. The District reserves the right to assign the student to a specific classroom or to specific/appropriate classes.
- C. Students must comply with the school rules of the District. Failure to comply with school rules may constitute a student's return to his/her home district.
- D. Enrollment in a program or school shall be subject to an agreement that transportation of the student from another Ohio district to the school or to a scheduled in-District bus stop is provided for by the students, his/her parents, or the other Ohio district if transportation is available.
- E. Students who have applied for or have been accepted in the interdistrict open enrollment program will have records that include the application, evidence of parental knowledge of the program's policies and guidelines, and evidence of notification of parents included in the student's file. Upon approval of a student's application, all school records for that student are to be forwarded to the school of attendance.
- F. If inaccurate or omission of information is discovered through the application process, then application may be rejected and student will be withdrawn to his/her home district.

- G. In compliance with Ohio Revised Code 3313.98, the Board will accept all previously earned credits toward graduation from enrolled students who are residents of any school district in the state of Ohio.
- H. Any student who expects to graduate from Taylor High School must meet all graduation requirements established in policy by the Board.
- I. Grade point averages of students who are accepted as interdistrict open enrollment students must be calculated on the District's grading scale. If the student's resident district school is utilizing a different grading scale, the student's grade point average will be adjusted to the District scale by methods typically used with transfer students.
- J. Ohio High School Athletic Association (OHSAA) athletic eligibility guidelines and District athletic policies will be in effect for students in grades 7-12. It is the responsibility of each student/parent who is accepted into the interdistrict open enrollment program and who desires to participate in interscholastic athletic competition to take all necessary steps and present evidence of such to the Superintendent that they have met all standard/eligibility criteria of the OHSAA. Any enrolled interdistrict students who are eligible to participate in interscholastic athletics and have been released by their home district are to be informed they could lose their eligibility for an entire year if or when they return to the home district. Students and parents are encouraged to become aware of and consider the OHSAA athletic eligibility guidelines before making application for interdistrict open enrollment.
- K. Any student/parent who ceases to reside in an eligible Ohio district during the school year (enrolled pursuant to this interdistrict open enrollment policy) shall forfeit his/her right to attend Three Rivers School District unless the parents move into another Ohio qualifying school district. If the parents fail to do so, the child shall be permitted to complete the school year upon payment of tuition prorated for the time remaining in the school year. Otherwise, the child shall be immediately withdrawn from school.

(Approval date: April 8, 2008)

(Re-approval date: April 21, 2015)

(Re-approval date: January 26, 2016)

(Re-approval date: May 22, 2018)

OPEN ENROLLMENT APPLICATION

Date _____

Student Name _____ Date of Birth _____

Home Address _____

City, State, Zip _____ Telephone _____

Parent(s) Name(s) _____

Home Address _____

Telephone _____

School District of Residence _____

Last year of attendance _____ Grade _____

Does your child receive special services through an IEP or 504 Plan? _____

Requesting enrollment in the following:

Grade _____

Courses _____

Programs _____

Applications will be considered on a first-come, first-served basis (date/time of receipt). Three Rivers Schools resident students will have priority to all programs, buildings and grade levels over open enrollment applicants.

Applications will be acted upon no later than August 10. Notification to student's parent(s) and school district of residence superintendent will be made within five working days of action being taken on the application.

Parent(s) will have five days in which to accept and must notify the Three Rivers School District of their intent to enroll the student under the Open Enrollment Policy. Failure to notify Three Rivers School District within the five-day period will result in the acceptance offer being withdrawn.

Parent Signature Date

Parent Signature Date

Student Signature Date

PARENT/GUARDIAN AGREEMENT
TO AN INTERDISTRICT OPEN ENROLLMENT

We have been properly informed that our child is to be enrolled in a school we have selected in an open enrollment district and agree to the following conditions:

1. Our/My child may not be admitted or may need to be transferred back to his/her home school at the end of the semester or the school year, if the maximum number of enrollments in the classroom or program he/she is attending become filled by students of that school district or by tuition students.
2. If our/my child should require special education services or a reasonable accommodation for a Section 504 disability, he/she may be transferred back to a school in their home district or to a school in that district that currently provides such services or can make the accommodation, if the school he/she is attending is not providing the services or cannot make the reasonable accommodation.
3. We/I shall provide the transportation for our child either to the school he/she will be attending or to a school bus stop within that school district if transportation is available. Transportation is not available for high school students.
4. Parents understand that omitting or inaccurate depiction of their child during the application process could result in their child being returned to his/her home district.
5. We/I understand that the enrollment is only for the current school year and we must make the application again next year.

Student Name

Date of Birth

Student's Home Address

Telephone Number

Parent Signature

Date

Parent Signature

Date

Parent's Home Address

Telephone Number

Student Signature

Date

NOTIFICATION OF ACCEPTANCE
OPEN ENROLLMENT DISTRICT STUDENT

Date _____

Name _____

Address _____

City/State/Zip _____

District of Residence _____

Program, courses or grade in which enrollment has been sought: _____

This is to advise that you have been accepted into the above-named program as an Open Enrollment District student. This acceptance has been made possible because there has been less than maximum enrollment by resident native students of this District.

Your application may be rescinded, depending upon the date your application was received, or you may be transferred back to your home school at the end of the semester or the school year, if there is an increase in the enrollment of District students at any time during the school year that increases the number of enrolled students to the maximum that can be accommodated. Any revocations of accepted applications or any transfers will be done in accordance with the dates the applications were received by this District. Failure to comply with school rules may constitute a student's return to his/her home district.

Keep in mind that the enrollment is for the forthcoming school year. This District's Board of Education will review the Interdistrict Open Enrollment Policy annually to determine if the policy is to remain in effect for the next school year.

Contact the building secretary to finalize enrollment.

| | |
|-------------------------|----------------|
| Three Rivers Elementary | (513) 467-3210 |
| Taylor Middle School | (513) 467-3500 |
| Taylor High School | (513) 467-3200 |

Three Rivers Local School District
Craig Hockenberry, Superintendent
401 N. Miami Avenue
Cleves, OH 45002

NOTIFICATION OF NON-ACCEPTANCE
OPEN ENROLLMENT DISTRICT STUDENT

Date _____

Name _____

District of Residence _____

Home School _____

Program, courses or grade for which enrollment has been sought: _____

This is to advise you that your application for admission cannot be accepted for the following reason:

- The total number of available enrollments were taken by District students or tuition students.

If an opening occurs after the start of the program, your application may be reconsidered.

- There are still openings available in the following programs, should you wish to submit an application and you meet the prerequisite requirements (if applicable):

- Your enrollment will negatively impact the racial balance of your school or of this District.

- Your child was suspended or expelled for 10 days or more during the semester of application or the preceding semester.

Thank you for your interest in our schools and programs.

Craig Hockenberry
Superintendent

ADMISSION OF STUDENTS
FROM NON-CHARTERED OR HOME SCHOOLING

Approvals for students being home educated are handled by the Hamilton County Education Service Center Superintendent. However, by delegation, when such students reenroll in District, the appropriate placement is made by the Superintendent.

In making the placement decision, the Superintendent considers:

1. the annual home education approval documents;
2. the student's most recent annual academic assessment report;
3. requiring the student to take any nationally normed or standardized achievement tests and
4. other evaluation information which may include interviews with the child and/or parent(s).

The placement is made without discrimination or prejudice.

Credits for high school course work completed via home education are awarded after demonstrated mastery by pass/fail examination administered by the District or as directed by the Superintendent. Pass/fail credits are not used in class rank computations. Eligibility for valedictorian and salutatorian requires four consecutive semesters of enrollment in grades 11 and 12.

[Adoption date: April 11, 2005]

LEGAL REF.: OAC 3301-34-06

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

ASSIGNMENT OF STUDENTS TO SCHOOLS

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

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

[Adoption date: April 11, 2005]

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

CROSS REF.: JECBD, Intradistrict Open Enrollment

THIS IS A REQUIRED POLICY

STUDENT WITHDRAWAL FROM SCHOOL
(Loss of Driving Privileges)

When the Superintendent/designee receives information that a student of compulsory school age has withdrawn from school, the Superintendent/designee must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the county juvenile judge. Notification is not necessary if a student has withdrawn because of a change of residence; the student is enrolled in and attending, in accordance with District policy, an approved program to obtain a diploma or its equivalent or if the student holds a full-time age and schooling certificate (work permit) and is regularly employed.

Notification to the registrar of motor vehicles and the county juvenile judge must comply with State and Federal law.

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

In compliance with State law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.

[Adoption date: April 11, 2005]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g
ORC 3319.321
3321.13
4507.061

THIS IS A REQUIRED POLICY

STUDENT ABSENCES AND EXCUSES

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

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

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
8. as determined by the Superintendent.

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

The Board does believe that students should be in school; however, excused absence for vacations or other nonemergency trips may be granted by the building principal. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. Reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent if procedure is followed and the school is notified in advance.

The Board authorizes the Superintendent to establish a hearing and notification procedure for, the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Habitual truant is any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

Each school is responsible for keeping an accurate attendance record for each student enrolled. When a student's absences become too frequent, the administration or teaching staff notifies the parent/guardian with possible disciplinary action noted. If the condition continues, the student could be referred to the District Attendance/Truancy Officer, which could result in court action.

[Adoption date: April 11, 2005]
[Revised: September 10, 2007]
[Revised: March 29, 2017]
[Revised: June 27, 2017]

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

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

THIS IS A REQUIRED POLICY

STUDENT ABSENCES AND EXCUSES

Students Habitually Absent – Loss of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.
3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:
 - A. enrollment in another school or school district in Ohio or another state;
 - B. possession of an age and schooling certificate (work permit);
 - C. a bodily or mental condition that prohibits attendance or
 - D. participation in a home instruction program.
4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with State and Federal law.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

(Approval date: April 11, 2005)

(Re-approval date: March 29, 2017)

TRUANCY

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

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

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

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

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

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

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;

4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

[Adoption date: April 11, 2005]

[Re-adoption date: March 29, 2017]

[Re-adoption date: January 8, 2018]

LEGAL REFS.: ORC 3313.663; 3313.668
3321.03 through 3321.04; 3321.07 through 3321.09; 3321.19; 3321.191;
3321.22; 3321.38

CROSS REFS.: JED, Student Absences and Excuses
JEG, Exclusions and Exemptions from School Attendance
JK, Employment of Students

THIS IS A REQUIRED POLICY

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TRUANCY

After consultation with the Juvenile Court of Hamilton County, Ohio, and with parents, guardians or other persons having care of students and with appropriate state and local agencies, this procedure is approved to guide administrators in addressing and ameliorating the attendance of any student who is an habitual and/or chronic truant.

1. On the first day a student becomes an habitual truant, he/she is reported in writing to the Attendance Officer of the Hamilton County Educational Service Center as an habitual truant. On the first day a student becomes a chronic truant, he/she is again reported in writing to the Attendance Officer of the HCESC, this time as a chronic truant. HCESC shall take whatever steps are deemed appropriate by that office.
2. School personnel may report a student to Hamilton County for attendance or truancy violations at any time (other than in #1) deemed appropriate by them.
3. The registrar of motor vehicles is notified when a student is a truant under State law.
4. An habitual truant may be assigned to an alternative school, if one is available, or required to undergo appropriate counseling.
5. An habitual or chronic truant may be required to participate in a truancy intervention program.
6. The parent, guardian or other person having care of a chronic truant may be required to attend a parental involvement program, adopted under State law, or to attend a truancy prevention mediation program.
7. Legal action may be taken.
8. Retention and promotion decisions as affected by truancy shall be in accordance with Board policy.

(Approval date: April 11, 2005)

STUDENT DISMISSAL PRECAUTIONS

No teacher or other employee shall give permission for a student to be dismissed from school before the regular dismissal hour without the knowledge and approval of the principal.

No student shall be sent from the school building during school hours to perform an errand or act as a messenger, except with the knowledge and approval of the principal, and then only for urgent and necessary school business and with the consent of the parent.

The names of students permitted to leave school during the hours when school is in session are entered upon a record which is kept in the office of each school. All pertinent information is recorded concerning permission to leave school during the school day. If the student returns while school is in session, this is also recorded in the record.

[Adoption date: April 11, 2005]

LEGAL REF.: ORC 3313.20

CROSS REFS.: JED, Student Absences and Excuses
JEE, Student Attendance Accounting (Missing and Absent Children)

STUDENT ATTENDANCE ACCOUNTING
(Missing and Absent Children)

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

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

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

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

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

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

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

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 109.65
3313.205; 3313.672; 3313.96
3319.321; 3319.322
3321.12

CROSS REFS.: JEC, School Admission
JECAA, Admission of Homeless Students
JEDB, Student Dismissal Precautions
JHF, Student Safety

THIS IS A REQUIRED POLICY

RELEASED TIME FOR RELIGIOUS INSTRUCTION

The Board permits students to be released from school for religious instruction consistent with law. Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submit a written request to the building principal;
2. the private entity providing instruction maintains attendance records and makes them available to the District and
3. the student is not absent from core curriculum subject courses.

The District is not responsible for transportation to and from the place of instruction. Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up and students assume responsibility for any missed schoolwork. Students are not considered absent from school while attending a released time course in religious instruction. The District does not aid, assist or enforce attendance in a religious instruction program. The District does not discriminate against students who participate in such program.

No public funds are expended and no public school personnel are involved in providing religious instruction. This policy is not intended and shall not be construed in any way, to associate the District with any faith or religious denomination.

[Adoption date: April 11, 2005]

[Re-adoption date: October 7, 2014]

[Re-adoption date: September 8, 2015]

[Re-adoption date: January 9, 2018]

LEGAL REFS.: U.S. Const. Amend. I
ORC 3313.47; 3313.6022
3321.04

CROSS REFS.: IGAC, Teaching About Religion
JED, Student Absences and Excuses

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

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

1. holding an age and schooling certificate (work permit), being regularly employed and attending school on a part-time basis in a program approved by the Superintendent or his/her designee;
2. receiving approved home instruction;
3. attending a private or parochial school or
4. having received a diploma from an approved high school or a certificate of high school equivalency from the Ohio Department of Education.

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

[Adoption date: April 11, 2005]

[Re-adoption date: November 9, 2016]

LEGAL REFS.: ORC 3301.80; 3301.81
3313.66
3321.02; 3321.03; 3321.04; 3321.07
3331.01; 3331.02; 3331.04; 3331.06 through 3331.09

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

PERMANENT EXCLUSION

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

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

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

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

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

The Board acts upon the Superintendent's recommendation within 14 days. Among the items the Board considers is information on:

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

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

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

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

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

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

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

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

Re-Admission

If the Superintendent determines that a permanently excluded student no longer represents a danger to the health and safety of other students or staff, the Superintendent may recommend that the student be re-admitted.

On the recommendation of the Superintendent, the Board considers a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution, it is forwarded to the State Superintendent, together with the reasons for the resolution and any relevant information.

Probationary Admission Following Permanent Exclusion

Under State law, a student permanently excluded from school may request probationary admission for a period not to exceed 90 days in any public school district.

If a student requests consideration of probationary admission into this District, the Superintendent may enter into discussions with the student and his/her parent(s) to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.

If a satisfactory plan is developed, the Superintendent recommends that the Board allow the student to attend classes according to the terms of the plan. The Board acts on the recommendation within 14 days.

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

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

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: JFCJ, Weapons in the Schools
JGD, Student Suspension
JGE, Student Expulsion

THIS IS A REQUIRED POLICY

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

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

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

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

[Adoption date: April 11, 2005]

[Re-adoption date: March 29, 2017]

LEGAL REFS.: U.S. Const. Amend. I
U.S. Const. Amend. XIV, Section 1
ORC 3313.20; 3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)
IGDB, Student Publications
JFC, Student Conduct (Zero Tolerance)
JFG, Interrogations and Searches
Student Handbooks

STUDENT DUE PROCESS RIGHTS

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

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

Due process procedures are:

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

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

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC Chapter 2506
3313.66; 3313.661; 3313.662

CROSS REFS.: JB, Equal Educational Opportunities
JFC, Student Conduct (Zero Tolerance)
JFCA, Student Dress Code
JFCC, Student Conduct on District Managed Transportation (Also EEACC)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCG, Tobacco Use by Students
JFCH, Alcohol Use by Students
JFCI, Student Drug Abuse
JFCJ, Weapons in the Schools
JFCK, Use of Electronic Communications Equipment by Students
JFCL, Unsafe Schools (Persistently Dangerous Schools)
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

STUDENT INVOLVEMENT IN DECISION MAKING

Students share responsibility for developing a climate in the school that is conducive to learning. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system and the community. Periodically, students may be asked to review school policies, rules and procedures. Final authority for all decisions rests with the Board.

[Adoption date: April 11, 2005]

[Re-adoption date: November 4, 2014]

[Re-adoption date: March 27, 2018]

LEGAL REF.: OAC 3301-35-04

CROSS REFS.: AD, Development of Philosophy of Education
BCE, Board Committees
BCF, Advisory Committees to the Board
JF, Student Rights and Responsibilities
JFA, Student Due Process Rights
JFC, Student Conduct (Zero Tolerance)
Student Handbooks

THIS IS A REQUIRED POLICY

STUDENT CONDUCT (Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

[Adoption date: April 11, 2005]

[Re-adoption date: July 24, 2012]

[Re-adoption date: March 29, 2017]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 1751
The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,
HR 4577, 2000, 114 Stat 2763)
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662; 3313.668

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

THIS IS A REQUIRED POLICY

STUDENT DRESS CODE

School dress code should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

Requirements include the following:

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

[Adoption date: April 11, 2005]

LEGAL REFS.: U.S. Const. Amend. I
ORC 3313.20; 3313.665

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
Student Handbooks

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

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

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from District managed transportation privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

[Adoption date: April 11, 2005]

[Re-adoption date: January 13, 2009]

[Re-adoption date: September 23, 2014]

[Re-adoption date: February 9, 2016]

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

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

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (accept as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);

12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

(Approval date: February 9, 2016)

GANGS

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

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

The Board directs the administration to establish procedures to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

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

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
JFC, Student Conduct (Zero Tolerance)
JFCA, Student Dress Code
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCK, Use of Electronic Communications Equipment by Students
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

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

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

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

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

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

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

[Adoption date: April 11, 2005]

[Re-adoption date: July 24, 2012]

[Re-adoption date: January 24, 2017]

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

ORC 117.53
2307.44
2903.31
3301.22
3313.666; 3313.667
3319.073; 3319.321

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

THIS IS A REQUIRED POLICY

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

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

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

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

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

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

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

4. False Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the hazing and bullying investigation is suspended while the applicable nondiscrimination grievance procedures are implemented.

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

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

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

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

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

Report to the Custodial Parent or Guardian of the Perpetrator

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

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

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

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

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

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

Police and Child Protective Services

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

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

(Approval date: January 14, 2008)

(Re-approval date: July 24, 2012)

(Re-approval date: January 24, 2017)

THIS IS A REQUIRED PROCEDURE

TOBACCO USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the District or at any activity supervised by any school within the District. State law also prohibits the distribution or possession of tobacco products to any person under 18 years of age and specifically regulates the location of vending machines dispensing tobacco products.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

[Adoption date: April 11, 2005]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081-6084
ORC 3313.66; 3313.661; 3313.751
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JFA, Student Due Process Rights
JFC, Student Conduct (Zero Tolerance)
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

THIS IS A REQUIRED POLICY

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE

Philosophy Statement

The District is responsible for providing a safe educational environment conducive to instruction and learning. The presence of alcohol and other drugs in a school or students with alcohol or other drugs at school are a deterrent to learning and disruptive to the educational environment.

It is the responsibility of the District to maintain a drug free school environment and to educate the students of the District to the dangers of alcohol and drug use. The focus of the District in relation to the issue of alcohol and drug use by students should be on education, prevention, guidance intervention and referral.

Policy Statement

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

The following policy pertains to illegal drugs and alcohol

Any student found to be in possession or under the influence of drugs and/or alcohol at school, at a school-sponsored event or on a Board-operated transportation vehicle could be suspended from school for a period of 10 days and recommended for expulsion. At the building administrator's discretion and with reasonable cause, any or all of the following may be conducted: drug and/or alcohol testing, searching of the student's person and personal belongings (purse, backpack, etc.), searching of the student's locker, searching of the vehicle that a student occupied to or from school.

Students who are recommended for expulsion should bring documentation of an assessment, including a drug/alcohol screening from a TRLSD approved drug and alcohol specialist, agency or facility. A form that authorizes disclosure of information to school authorities regarding the student's attendance and compliance to treatment recommendations must be completed as well. In addition, any cost incurred is the responsibility of the student or his/her parent/guardian. This documentation, along with a treatment plan for the student, will be reviewed by the Superintendent and may result in the expulsion being conditionally held in abeyance. In such cases, the student may be permitted to:

1. complete his/her suspension in alternative school upon receipt of an assessment and treatment documentation;
2. return to school after the suspension is served and documentation of an assessment and treatment plan is provided.

In either of these instances, an expulsion hearing will still occur and a term of expulsion determined. Any student who is found to be in noncompliance with the recommendations of the drug and alcohol assessment and/or treatment plan will be expelled from school for the duration of his/her term of expulsion.

Education/Prevention/Guidance

The District takes a comprehensive and age appropriate approach to the development of curriculum and programs that promote positive life development and an awareness of the legal, physical, psychological and emotional consequences of alcohol and drug use. These programs should provide students with techniques for resisting peer pressure to use alcohol and drugs and the skills to make responsible decisions. Instructional staff may also be trained on the consequences of alcohol and drug use.

The District also provides support to students who experience problems related to alcohol and drug use through its guidance curriculum. This support may include individual counseling, support groups, mentoring programs and activities to promote alcohol and drug free lifestyles.

Extracurricular Activity

Students involved in extracurricular activities are expected to adhere to the student code of conduct. Students involved in athletics are also expected to adhere to the rules outlined in the District's athletic handbook.

Any student who violates the District's substance abuse policy will be excluded from all extracurricular activities and events until evidence of successful completion of the recommended treatment plan is provided. Extracurricular activities and events include, but are not limited to, all club activities, sporting events and dances.

Student and Parent Notification

The student code of conduct is posted in every building in the District and included in the handbook of each building. The student code of conduct may be reviewed with students as part of the orientation process. Parents and students are encouraged to read and become familiar with the building handbooks each year.

[Adoption date: April 11, 2005]

[Re-adoption date: June 8, 2010]

[Re-adoption date: September 14, 2010]

[Re-adoption date: November 9, 2016]

LEGAL REFS.: Drug-Free Campus and Schools Act; 20 USC 3224(a)
ORC 2925.01; 2925.11; 2925.14; 2925.37
3313.66; 3313.661
3719.011; 3719.41

CROSS REFS.: IGAG, Drugs, Alcohol and Tobacco Education
JFC, Student Conduct (Zero Tolerance)
JHCD, Administering Medicines to Students
Student Handbooks

THIS IS A REQUIRED POLICY

WEAPONS IN THE SCHOOLS

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

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

Other weapons include, but are not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

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

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

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

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

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

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

1 of 2

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

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District’s Student Code of Conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

[Adoption date: April 11, 2005]

LEGAL REFS.: 18 USC 921
20 USC 2701 et seq., Title IX 9001-9005
Gun-Free Schools Act; 20 USC 8921
ORC 2923.122
3313.66; 3313.661; 3313.662
3321.13

CROSS REFS.: JEGA, Permanent Exclusion
JFC, Student Conduct (Zero Tolerance)
JFCL, Unsafe Schools (Persistently Dangerous Schools)
JGD, Student Suspension
JGDA, Emergency Removal of Student
JGE, Student Expulsion
Student Code of Conduct

THIS IS A REQUIRED POLICY

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

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

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 3313.20; 3313.753

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

UNSAFE SCHOOLS
(Persistently Dangerous Schools)

The Board complies with State and Federal law in adopting a policy on persistently dangerous schools.

A student attending a “persistently dangerous” school in this District or who becomes a victim of a “violent criminal offense,” “as determined by State law,” anywhere on District “grounds” or during school-sponsored activities is allowed to attend another school in the District that is not persistently dangerous that offers instruction at the student’s grade level. However, there is no transfer option if there is no other school in this District that offers instruction at the student’s grade level.

A “persistently dangerous” school is defined by State law as a school that has two or more violent criminal offenses in or on school grounds, per 100 students, in each of two consecutive school years. In schools with 300 or fewer students enrolled, six or more violent criminal offenses must occur. Likewise, if a school has 1350 or more students enrolled, 27 or more violent criminal offenses must occur in each of two consecutive school years.

“Violent criminal offense” refers to any violent criminal offense set forth and defined in State law as violent in nature.

“As determined by State law” means that the student has been identified as the victim and the perpetrator has pled guilty to, been adjudicated or convicted of a violent criminal offense in an Ohio court.

“Grounds” includes school bus transportation to and from school and school-sponsored activities and designated bus stops.

[Adoption date: April 11, 2005]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JECBD, Intradistrict Open Enrollment
JFC, Student Conduct (Zero Tolerance)
JFCJ, Weapons in the Schools
Student Handbooks

THIS IS A REQUIRED POLICY

Three Rivers Local School District, Cleves, Ohio

PREGNANT STUDENTS

The Board affirms the right of a pregnant student to continue her participation in the educational program.

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

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

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

Efforts are made to ensure that the educational program of the student is disrupted as little as possible and that she receives health and counseling services, as well as instruction. Students under the age of 18 are still subject to compulsory education requirements. Students 18 or older are encouraged to return to school after delivery and complete requirements for graduation.

[Adoption date: April 11, 2005]

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
ORC 3321.01; 3321.04
OAC 3301-69-06

CROSS REFS.: JB, Equal Educational Opportunities
JEA, Compulsory Attendance Ages

THIS IS A REQUIRED POLICY

INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

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

[Adoption date: April 11, 2005]

[Re-adoption date: April 26, 2011]

[Re-adoption date: January 24, 2017]

[Re-adoption date: January 8, 2018]

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

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

THIS IS A REQUIRED POLICY

Three Rivers Local School District, Cleves, Ohio

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

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

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

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

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

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

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

Searches of Unattended Bags by School Personnel

Building administrators/designees are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator/designee has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

Searches of Student Property by Law Enforcement Officials

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

Interrogations by Law Enforcement Officials

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

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.

5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters that are properly in the realm of a law enforcement agency.

(Approval date: April 11, 2005)

(Re-approval date: January 24, 2017)

[Re-adoption date: January 9, 2018]

THIS IS A REQUIRED PROCEDURE

RECORD OF STUDENT SEARCH AND SEIZURE

Name of Student Suspect: _____

Area Searched: _____

Name of Informant(s) Filing Complaint: _____

Date Search/Seizure Initiated: _____

Staff Member Conducting Search: _____

Witness(es) of Search: _____

Summary of Report Given by Informant: _____

Action Taken in Conducting Search and/or Seizure: _____

List of Substances/Objects Seized: _____

Disposition of Substances/Objects Seized: _____

STUDENT DISCIPLINE

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

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discuss the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

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

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

[Adoption date: April 11, 2005]

[Re-adoption date: March 29, 2017]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662; 3313.668
3319.41
OAC 3301-32-09
3301-37-10

CROSS REFS.: ECAB, Vandalism
IGD, Cocurricular and Extracurricular Activities
JFC, Student Conduct (Zero Tolerance)
JGA, Corporal Punishment
JGD, Student Suspension
JGDA, Emergency Removal of Student
JGE, Student Expulsion
Student Handbooks

CORPORAL PUNISHMENT

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

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

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

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 3313.20
3319.41

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

THIS IS A REQUIRED POLICY

STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out of school suspension at the beginning of the following school year.

The guidelines listed below are followed for all out-of-school suspensions.

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

Extracurricular Suspensions

Students may be suspended by the Superintendent/designee from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Student Code of Conduct or violations of rules and procedures established by individual coaches and sponsors or as agreed to in student/athlete training rules signed by athlete and parent(s). These athlete training rules may be revised from time to time with approval of the Superintendent. Formal procedures used in school suspensions are not required for extracurricular suspensions.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

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

[Adoption date: April 11, 2005]

[Re-adoption date: January 14, 2008]

[Re-adoption date: March 29, 2017]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662; 3313.668

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

THIS IS A REQUIRED POLICY

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and the Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

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

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

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: ECAB, Vandalism
JFC, Student Conduct (Zero Tolerance)
JFCJ, Weapons in the Schools
JG, Student Discipline
JGD, Student Suspension
JGE, Student Expulsion

THIS IS A REQUIRED POLICY

Three Rivers Local School District, Cleves, Ohio

STUDENT EXPULSION

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

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

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

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

The Superintendent may expel up to one year any student who has committed an act that inflicts serious physical harm on persons or property if it was committed at school, on other school property, or at a school activity, event or program, and which acts would be criminal offenses if committed by an adult (prosecution not required) and result in serious physical harm to persons or property, as defined in the Ohio Revised Code.

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

Community Service

The Superintendent/designee may require a student to perform community service in conjunction with or in place of an expulsion. The guidelines under which this community service is performed are:

1. The student and parent execute a document agreeing to the community service in conjunction with or in place of an expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the expulsion may be reinstated.
2. Community service is performed at the place and time designated by the Superintendent and may entail service for the District itself.
3. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student or parent.
4. Any failure to complete community service in a timely and acceptable manner results in the immediate cancellation of the community service option and the immediate imposition of the expulsion. Prior to imposing an expulsion for failure to complete community service, the parent/guardian and student are sent written notice of the Superintendent's intention and have three days from the mailing of the notice to request a meeting with Superintendent/designee to show cause why the expulsion should not be imposed.

Appeal to the Board

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

Appeal to the Court

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

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

[Adoption date: April 11, 2005]

[Re-adoption date: January 14, 2008]

[Re-adoption date: March 29, 2017]

LEGAL REFS.: ORC Chapter 2506
3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: ECAB, Vandalism
IGCI, Community Service
JEGA, Permanent Exclusion
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ, Weapons in the Schools
JG, Student Discipline
JGD, Student Suspension
JGDA, Emergency Removal of Student

THIS IS A REQUIRED POLICY

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board recognizes the responsibility of the schools to help protect the health of students. Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home and community service providers. The District's comprehensive school improvement plan, needs and resources determine the linkages. The principal is responsible for the administration of the health program in his/her school.

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

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

[Adoption date: April 11, 2005]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.
42 U.S.C. Sec. 12101 et seq. (1997)
20 U. S.C. 1232 g Sec. 1400 6301 et seq. (1997)
29 U.S.C. Sec 794(a)(1988)
ORC 3313.50; 3313.67-3313.73
OAC 3301-35-04; 3301-35-06

CROSS REFS.: IGBA, Programs for Students with Disabilities
JED, Student Absences and Excuses
JHCB, Immunizations
JHCD, Administering Medicines to Students
JHG, Reporting Child Abuse

THIS IS A REQUIRED POLICY

Three Rivers Local School District, Cleves, Ohio

IMMUNIZATIONS

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law.

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

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

[Adoption date: April 11, 2005]

[Re-adoption date: February 8, 2011]

[Re-adoption date: July 12, 2016]

[Re-adoption date: January 24, 2017]

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

CROSS REFS.: JEC, School Admission
JECAA, Admission of Homeless Students
JHCA, Physical Examinations of Students
JHCC, Communicable Diseases

THIS IS A REQUIRED POLICY

COMMUNICABLE DISEASES

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

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

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

[Adoption date: April 11, 2005]

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

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

HIV/AIDS
(Human Immunodeficiency Virus/
Acquired Immune Deficiency Syndrome)

General Principles

The Board recognizes that the human immunodeficiency virus (HIV) and the condition of acquired immune deficiency syndrome (AIDS), which is caused by the HIV infection, are significant medical, legal, educational and social issues. The Board desires to protect the rights of all students and employees and does not discriminate against students and employees who are HIV-infected. The Board works cooperatively with state and local health organizations in assessing the needs of HIV-infected students or staff and keeping updated on current educational information to be included in the District's educational plan.

Current medical information available indicates that HIV cannot be transmitted from one individual to another by casual contact, i.e., the type of contact that occurs in the school setting, such as shaking hands, sharing an office or a classroom, coughing, sneezing or the use of drinking fountains. Students who are infected with HIV are entitled to all rights, privileges and services accorded to other students. Decisions about any changes in the educational program of an HIV-infected student shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice.

There shall be no discrimination against employees who are HIV-infected. The District provides equal opportunities for employment, retention and advancement for all staff members. Employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits that are provided for other employees with long-term diseases or disabling conditions, utilizing the information/rights in any Negotiated Agreements or Board policies as appropriate. Changes in employment status or location due to HIV complications are made on a case-by-case basis.

Evaluating Students and Staff Who Are Infected with HIV

The Superintendent is the designee regarding all HIV incidences. When an individual is found to be infected with HIV, the Superintendent shall attempt to ascertain, in consultation with the infected individual, whether he/she has a secondary infection such as tuberculosis that constitutes a recognized risk of transmission in the school setting. This is a medical question that can only be determined by the infected person's physician. The Superintendent shall also attempt to determine ways that the District may help anticipate and meet the needs of the student or staff member infected with HIV.

If there is no secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall not alter the education program or job assignment of the infected person. The Superintendent shall periodically review the case with the infected person (and the parent(s) of the student) and with the medical advisors described above.

If there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall consult with the physician, public health official and the infected person (and the parent(s) of the student). If necessary, they will develop an individually tailored plan for the student or staff member. Additional persons may be consulted, if this is essential for gaining additional information, with the consent of the infected staff member or the student's parent(s). The Superintendent should consult with the school attorney to make sure that any official action is consistent with State and Federal law. When the Superintendent makes a decision about the case, there shall be a fair and confidential process for appealing the decision.

If an individually tailored plan is necessary, it shall have a minimal impact on either education or employment. It must be medically, legally, educationally and ethically sound. The Superintendent periodically reviews individual cases and oversees implementation of the plan in accordance with local, State and Federal law.

Confidentiality

Information regarding a student or staff member infected with HIV is classified, by law, as confidential. Those individuals who have access to the proceedings, discussions or documents must treat such information as confidential. Only with the written consent of the staff member or the student's parent(s) shall other school personnel, individuals and agencies be informed of the situation/condition. All information pertaining to the case shall be kept by the Superintendent in a locked file; access to this file is granted only to those people who have the written consent of the infected staff member or the infected student's parent(s).

[Adoption date: April 11, 2005]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2611 et seq.
ORC 3313.67; 3313.68; 3313.71
3319.13; 3319.141; 3319.321
3701.13; 3701.14
3707.06; 3707.08; 3707.20; 3707.21; 3707.26
3709.20; 3709.21
OAC 3301-35-06

CROSS REFS.: AC, Nondiscrimination
ACB, Nondiscrimination on the Basis of Disability
EBBC, Bloodborne Pathogens
GBA, Equal Opportunity Employment
GBE, Staff Health and Safety
GBL, Personnel Records
JB, Equal Educational Opportunities

JHCC, Communicable Diseases
JO, Student Records
Staff Handbooks
Student Handbooks

2 of 2

HEAD LICE
(Pediculosis)

Students found to be infested with head lice or head lice nits are excluded from school and required to receive suitable treatment immediately.

Children identified with head lice infestation are sent home with the parent if possible. Children with working parents or those children who cannot be sent home will remain in school that day with restrictions on activities that require close personal contact.

A child may return to school the morning after initial treatment if the following conditions are met:

1. a parent must accompany the child and provide proof that treatment has taken place (the box from the treatment used, a letter from a physician or some other acceptable proof) and
2. the parent must wait until the checkup is completed.

The school nurse, secretary, designated personnel or parent volunteer will be assigned to recheck the child's head. If lice or nits are found, the parent is required to take the child home for additional treatment.

A close examination of students should be made when infestation is observed and at frequent intervals to determine recurrence.

A close examination of the child, classmates and staff is made by the school nurse or designated personnel at frequent intervals to ascertain if there is any recurrence or infestation of others.

Home visits are made by the school nurse when necessary.

Rooms of the school are disinfected as determined by the school nurse and principal.

When more than six students in a given building have pediculosis at any one time, a letter is sent to all parents advising them of the problem. If more than two infested students occur in a given classroom, all students in the class are screened. If more than two classrooms have infested students, screening will be considered for the entire school.

Whenever the Hamilton County Board of Health issues new written guidance on this matter, this policy will be reviewed for necessary revisions.

[Adoption date: April 11, 2005]

CROSS REFS.: JHC, Student Health Services and Requirements
JHCC, Communicable Diseases

HEAD LICE
(Pediculosis Standard Guidelines)

School Exclusion Policy

Students will be excluded promptly if found to have live head lice. Students will be excluded at the end of the school day if found only to have nits.

Notification of Parents

Ideally, a parent or guardian should come to school to pick up the child. This allows the school staff to show the parent evidence of the child's infestation, answer the parent's questions, clear up any misconceptions, and provide the parent with education in the transmission, treatment and follow-up of head lice. The parents of students found to have head lice should be given the policy and information sheet, which will be reviewed with the parent. The parent should be aware that other family members may be infested and need to be checked and treated.

If the parent is unable to come to school, the school should send home the lice letter with the child. A telephone call to the parent explaining the above information is recommended.

Recommended Treatment

Recommend treatment of the child with an FDA approved, OTC product, which is synergized pyrethrins or permethrin based (Rid, Nix, pharmacy brand). Stress the importance of reading and following package insert instructions. Emphasize the use of an effective metal lice comb (such as LiceMeister) to remove nits and dead lice. (Allergy alert: Do not use pyrethrins if allergic to ragweed or chrysanthemums)

Readmission

The student is given an excused absence for the day and the following day to allow for treatment however; they may return to school earlier if proof is provided that treatment has taken place and child is free of live head lice. The parent or adult parent representative must wait until the re-check is completed.

“No Nit” policies have not been proven to put an end to the spread of louse infestations. It increases the number of school days missed by children, to their detriment. Nit removal may also take a number of days if a child is heavily affected. Therefore, children with nits only should not be excluded from the school setting.

Chronic Cases

If it is felt that adequate treatment has not be done appropriately by the caregiver, despite instructions, the nurse should consult with the principal in dealing with chronic cases.

Instruct the family that frequent contacts that the child is around, such as babysitters or playmates, should be notified and checked for lice. Explain that most lice infestations do no start in the school but in the home. It is usually futile to try to determine where or whom the child became infested. Breaking the chain of transmission is the only way to prevent chronic infestation and reinfestation. Removing lice and nits from all infested persons is the best method to prevent transmission. Options for treatment at this point include: manually picking out the nits and bugs, trying alternative natural treatments (See Attachment) or discussing with PCP prescription treatments such as malathion lotion (Ovide) which will be completed by the parent or guardian.

Family Member Screenings

All family members living in the same household that attend the same school as the child identified with lice should be screened for head lice by the school nurse or designee.

Classroom Screenings

If two or more head lice cases are found in a classroom, designated personnel will check the classroom and report to the nurse.

Upon entering each room, a screener briefly explains to the children what will be done. Absent children are noted. After the child's head is inspected, the child returns to his/her seat regardless of whether head lice are found. Children with pediculosis should be noted on the class list or listed on the screening forms. The screener must be careful to conceal the identities of children with lice so as not to embarrass them in front of classmates. Students should not be sent out of the classroom at the time of the screening. Each parent/guardian should be called to explain the lice letter and treatment. An exclusion list needs to be given to the office. A letter will be sent home with every student in the class to inform parents of the situation and encourage that they check their child's hair.

(Approval date: November 9, 2016)



Date: September 2, 2016

Dear Parent/Guardian:

Head lice has been found on a child(ren) in your child's classroom. Please do your part to prevent the spread of lice. Check your child daily for the next few weeks, and on a regular basis thereafter. **If you should find head lice on your child, your child must be treated for lice before returning to school.** If you have any questions or need assistance, please contact the school. Instructions for head lice treatment can be obtained from the nurse. If you do not see lice or nits, you do not need to treat your child.

Head lice usually come from another person who has them. One symptom or sign of head lice is itching, but some children have no obvious signs. Lice are passed by direct contact such as children playing, sleeping together, wearing each other's hats or scarves, or using each other's towels or combs. Keeping your child's head clean by frequent washing is important, but will not guarantee that your child will not get lice. Schools, swimming pools, beauty shops, barber shops, or any place where children are in close contact provide excellent opportunity for transfer of head lice.

Head lice are insects about (--) long and are grayish-white with dark edges. Lice do not jump or fly, and do not stay alive for long periods off the human head. They move quickly once on the head and are difficult to find. Because head lice are good at hiding in the hair, they are frequently only diagnosed by finding nits. A nit is a louse egg. Nits are whitish specks about the size of a typewriter comma. Nits look like "dirty dandruff" but can't be knocked off. Head lice attach each nit to the hair with a waterproof cement-like substance. Thus, nits cannot be washed or brushed out of the hair like dandruff. They often have to be picked out. Children can have head lice many times. Please continue to check your child's head throughout the school year.

Thank you for your help.

School Nurse

Telephone: 513.467.3200

Three Rivers Local School District, Cleves, Ohio

BED BUGS
(Cimicidae)

The Board recognizes the responsibility of the District to help protect the health of our students and staff. Health services are an integral link between school, home and community service providers. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being.

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

Parents will be notified when their child/children are found to be infested with bed bugs, either by bites on skin or actual bed bugs on personal belongings. Students are required to be removed from school for a mandatory 72-hour quarantine period, which includes holidays and weekend hours and must comply with the following guidelines:

1. Parent/designee must bring a change of clothing for the child that has been in the dryer on high heat (140 degrees or higher) for a minimum of 20 minutes.
2. The student will be checked upon return to school for three consecutive days and all personal belongings (coats, backpacks, etc.) are to be bagged and sealed. Two additional weekly checks will also be done.
3. Classrooms will be disinfected as determined by the school nurse and principal.
4. The Hamilton County Health Department will be notified.

[Adoption date: March 10, 2009]

[Revised: June 23, 2015]

CROSS REFS.: JHC, Student Health Services and Requirements
JHCC, Communicable Diseases

ADMINISTERING MEDICINES TO STUDENTS

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

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. The school nurse or other designated individual is NOT permitted to dispense any over-the-counter medications such as Ibuprofen, Tylenol, Motrin, Tums, eye drops, cold and/or allergy medication. A physician's order is required to dispense all medications, prescribed and/or over-the-counter.
7. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner that would constitute "gross negligence or wanton or reckless misconduct."
8. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

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

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

[Adoption date: March 12, 2007]
[Re-adoption date: January 12, 2010]
[Re-adoption date: August 9, 2011]
[Re-adoption date: October 7, 2014]
[Re-adoption date: June 23, 2015]
[Re-adoption date: September 8, 2015]
[Re-adoption date: January 24, 2017]

LEGAL REFS.: ORC 2305.23; 2305.231
3313.64; 3313.7112; 3313.712; 3313.713; 3313.716; 3313.718
3314.03; 3314.141
OAC 3301-35-06

CROSS REFS.: EBBA, First Aid
JFCH, Alcohol Use by Students
JFCI, Student Drug Abuse

THIS IS A REQUIRED POLICY

ADMINISTERING MEDICINES TO STUDENTS
(General Regulations)

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

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

No persons employed by the Board shall, in the course of employment, administer any medication prescribed by a physician or any over-the-counter medication to any student enrolled in the schools of the District, except as described below or in the student code of conduct.

In those situations when the Board is required by law to administer medication to a student, administration is done only by a registered nurse, school administrator, school secretary, the student's teacher or other designated personnel.

The following procedure must be followed before any medications may be administered to any student.

1. Only those employees designated by the Superintendent may administer medication to students.
2. The medication may be administered only after all of the following steps have been completed.
 - A. For all medication: The appropriate completed and signed Physician/Parent Medication Request Form, requesting and authorizing school personnel to administer medication to a student, shall accompany all medication to school.
 - B. All medication must be properly labeled with the name and address of the child, the name of the medication, the dosage, the time of administration and the prescribing physician.
 - C. All medication must be brought to school in the original container. Liquid medications must be accompanied by a measuring cup.
 - D. No more than 30 doses of medication are kept in school at any one time. Parents are responsible for providing additional medication needed throughout the school year.

- E. With the exception of approved asthma inhalers, insulin pumps or insulin pens without the needles and epipen as permitted in this policy, all medication is to be taken to the principal's office by an adult. No child is to keep any medication on his/her person during school hours or take medication without proper supervision except for approved asthma inhalers, insulin via insulin pump and epipen.
 - F. The medication is administered according to the physician's directions as listed on the Physician/Parent Medication Request Form. The directions on the prescription label on the medication container and physician's written request must correspond. Mixed medications must be administered by the nurse.
 - G. The school nurse or other designated individual is NOT permitted to dispense any over-the-counter medications such as Ibuprofen, Tylenol, Motrin, Tums, eye drops, cold and/or allergy medication. A physician's order is required to dispense all medications, prescribed and/or over-the-counter.
 - H. The teacher is informed that the child needs to take medication during school. This allows the child to be released from the classroom if/when necessary.
 - I. A new Physician/Parent Medication Request Form must be submitted each school year and/or is necessary for changes in a medication form.
3. Each time medication is administered to a student, a written record of that fact is recorded by the employee administering the medication on the form designated "Student Medication Record."
 4. The principal in each school building establishes a location in the building for the storage of medication. The location selected permits the medication to be locked in a storage area at all times. Medication requiring refrigeration may be kept in a refrigerator in a place not commonly used by students.
 5. If it is necessary for medication to be kept in a classroom and administered by the teacher, the medication must be kept in a locked drawer or cabinet within the classroom. This should be the exception in all buildings and utilized only after approval of the principal has been established and the nurse has verified the safety factors for this procedure to take place.
 6. No employee is required to administer medication to a student if the employee objects, because of religious conviction, to administering medication.

7. In the case of medication that requires injection, the school nurse is required to administer the medication. The exception to this is epinephrine (epipen) when a student has a severe reaction to such things as bee stings, food allergies or other anaphylactic shock (reaction to antigens causing severe breathing difficulties), in which case the epipen may be administered by the principal, secretary, designated personnel or self-administered, if requested in writing by a parent and after an evaluation by the student's physician, school nurse and principal, it is determined that it is age appropriate and in the best interest of the student. If the request is approved, the student may be permitted to carry and administer his/her own epipen.
8. The school nurse is responsible for acquainting school personnel with the purpose of the medication, possible side effects and observable reactions expected. The school nurse should be the communicator between the physician, parent or guardian, student and school personnel concerning medications. The school nurse is responsible for verifying that the information on the Physician/Parent Medication Request Form and the prescription container correspond. The school nurse is responsible for the correct labeling of the student's individual dosage container. The school nurse is also the person who transfers the medication from the student's medication container to the individual dosage container. In the nurse's absence, newly brought in medicine which is still in the original container may be administered by the administrator, secretary or designated personnel. The nurse (or in the nurse's absence the school administrator, secretary or designated personnel) is responsible for the filling in of the student's individual medication record. The school nurse is responsible for the weekly counting and documentation of all medication in the building. Narcotics are counted and documented daily by the nurse (or in the nurse's absence the administrator, secretary or designated personnel).
9. The medication and the signed Physician/Parent Medication Request Form must be brought to the school by an adult.
10. Medication errors are reported immediately to the principal and the parent is notified as soon as possible. The error is documented on the medicine count sheet. The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

Training Procedure for Administering Medication

1. The person dispensing the medicine:
 - A. verifies the student's name;

- B. checks the name on the pill container to verify that it matches the student’s name;
 - C. verifies the name on the medication and sees that it matches the name on the physician request form;
 - D. verifies the dosage to be dispensed on the container and sees that it matches the dosage on the physician request form and
 - E. observes the time of the day and sees that it matches the instructions on the physician request form.
2. The person dispensing the medication will then give the medication to the student so he/she may take it. The person dispensing the medication will then log the time and date and initial the transaction on the appropriate log sheet.
 3. The medication log book is kept near the locked medicine cabinet so it is accessible for each medication dispensed and can be logged in.
 4. Any medication that is to be given during the hours that the nurse is in the building is dispensed by the nurse.

Person authorized and trained in _____
 (Name of Building)

| Name of Person Trained | Initial of Person Trained | Date of Training | Name of Person Doing the Training |
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(Approval date: April 11, 2005)
 (Re-approval date: October 7, 2014)
 (Re-approval date: June 23, 2015)
 (Re-approval date: January 24, 2017)

THIS IS A REQUIRED PROCEDURE

PHYSICIAN/PARENT MEDICATION REQUEST FORM

School _____ Grade _____ Homeroom _____

Physician's Request for the Administration of Medication by School Personnel (to be filled in and signed by physician)

Student's Name

Student's Date of Birth

Student's Address

Is under my care and should receive _____
Name of Medication and Route

_____ at the following times _____
dosage Time of administration

Administration of this medication should begin ____ / ____ / ____

Administration of this medication should end ____ / ____ / ____

Reason for medication: _____

Specific instructions of administration: _____

Possible side effects of medication: _____

I, as the child's attending physician, feel that it is essential this medication be given during school hours in order for my patient to function adequately in school.

Print or Type Physician's Name

Phone

Physician's Signature

Date

PARENT'S REQUEST FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL
PERSONNEL

(To be filled in and signed by parent)

I hereby request and give my permission to the school nurse, principal or his/her designee to administer medication to my child.

I release the Board of the District and their designated representative from any liability concerning the giving or nongiving of this medication to my child. I also agree to notify my child's principal should any of this information change.

Parent/Guardian's Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian Signature: _____ Date: _____

PHYSICIAN/PARENT MEDICATION REQUEST FORM
SELF ADMINISTRATION OF ASTHMA INHALER AND EPI-PEN

School _____ Grade _____ Homeroom _____

Student's Name

Student's Date of Birth

Student's Address

is under my care and should be permitted to carry and self-administer the following medication on school grounds and at school activities under the conditions listed below:

Medication Name: _____

Dosage: _____

Administration of this medication should begin ____ / ____ / ____

Administration of this medication should end ____ / ____ / ____

Procedures to be followed by school personnel if the medication does not produce the expected relief from symptoms:

Adverse reactions that should be reported to the physician:

Adverse reactions that may occur to another child, for whom the medication is not prescribed, should such a child receive a dose of the medication:

Print or Type Physician's Name

Phone

Physician's Signature

Date

1 of 2

Parent/Guardian Name: _____
Please print or type

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact Person _____ Phone _____

Parent/Guardian Signature: _____ Date: _____

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STUDENT SAFETY

The objectives of safety instruction in the District include:

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

Instruction in courses in industrial technology, science, family consumer science, art, physical education, health and safety includes and emphasizes safety and accident prevention.

Safety instruction precedes the use of materials and equipment by students in the courses listed above, and instructors teach and enforce all safety rules established for the particular courses. These include the wearing of personal protective devices in appropriate situations.

Staff members instruct students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents, law enforcement officials or school safety patrols of any suspicious strangers in or around school property.

The Board directs the staff to provide instruction in personal safety and assault prevention in grades kindergarten through 6. Upon the written request of a parent, a student shall be excused from such instruction.

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

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

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

1 of 2

Buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.96
3705.05
3737.73
OAC 3301-35-06

CROSS REFS.: AFI, Evaluation of Educational Resources
EB, Safety Program
EBD, Crisis Management
JEE, Student Attendance Accounting (Missing and Absent Children)
JHG, Reporting of Child Abuse
JHH, Notification About Sex Offenders

THIS IS A REQUIRED POLICY

REPORTING CHILD ABUSE

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to report such information to the Public Children Services Agency or the local law enforcement agency.

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

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

Each person employed by the Board to work as an elementary school nurse, teacher, counselor, psychologist or administrator shall complete at least four hours of in-service training in child abuse prevention within three years of commencing employment with the District.

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

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 2151.011; 2151.421
3313.662
3319.073

THIS IS A REQUIRED POLICY

SUSPECTED CHILD ABUSE/NEGLECT

School _____

Grade _____

Student's Name _____ Birthdate _____

Address _____

Phone _____

Parent/Guardian Name _____

Address _____

Phone _____

Name of suspected person abusing/neglecting child: _____

Address _____

Why do you suspect the child is being abused/neglected? _____

Name of employee suspecting abuse _____

Principal to whom abuse was reported _____

Date _____ Time _____

Check agency report to:

Hamilton County Department of Human Services (241-KIDS)
or

Hamilton County Sheriff's Office Juvenile Unit (825-1500)

Spoke to _____
(first and last name)

Three Rivers Local School District, Cleves, Ohio

Date/Time _____

Name of person filling out this report _____

Date/Time _____

NOTIFICATION ABOUT SEX OFFENDERS

Megan's Law requires certain sexual predators and sex offenders to register with the sheriff in the county of their residence. In some circumstances the sheriff notifies the Superintendent that a sexual predator or habitual sex offender has moved into the area.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the Superintendent disseminates the information regarding the sexual predator or habitual sex offender to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent if the sexual predator or habitual sex offender is observed in the vicinity of the school. The Superintendent notifies the local law enforcement agency if, in the judgment of the Superintendent, the presence of the sexual predator or habitual sex offender appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action which the Superintendent should consider taking.

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a sexual predator or habitual sex offender is residing within the District and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

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

If the Superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

[Adoption date: April 11, 2005]

LEGAL REFS.: 42 USC 14071
ORC Chapter 2950, Section 149.43

Three Rivers Local School District, Cleves, Ohio

2151.02; 2151.355; 2152.83; 2152.84
OAC Chapter 109:5-2

CROSS REF.: GBQ, Criminal Record Check

THIS IS A REQUIRED POLICY

STUDENT AWARDS AND SCHOLARSHIPS

The Board values excellence and wishes to encourage students to do their best in all endeavors. The Board directs the Superintendent to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for academic accomplishment, as well as for distinguished service to the District through community service and/or cocurricular and extracurricular participation. Examples include, but are not limited to, the following:

1. academic excellence
2. community service (includes service to the school)
3. perfect attendance
4. cocurricular participation (band, choir, etc.)
5. extracurricular participation (athletics, intramural activities, other groups or clubs, etc.)

Each school may submit to the Superintendent recommendations for special recognition of any student or group of students who demonstrate accomplishments that benefit the District or the community.

Any person or organization desiring to give a gift, or make a grant or bequest, for special recognition of any student or group of students must contact the Superintendent, who submits the request to the Board.

Donations may be offered to the District in order to provide scholarship awards to students, provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 9.20
3313.17; 3313.20; 3313.36

CROSS REFS.: JO, Student Records
KH, Public Gifts to the Schools

EMPLOYMENT OF STUDENTS

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

Work Permits

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

In-School Employment

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

The Board approves appointments and establishes pay rates. These rates comply with requirements of the minimum wage law.

[Adoption date: April 11, 2005]

LEGAL REFS.: 48 USC 1324a et seq.
ORC 3313.56; 3313.93
3321.08 through 3321.11
3331.01 through 3331.14
Chapter 4109
4111.02

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

STUDENT GIFTS AND SOLICITATIONS

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

The following guidelines are in effect.

1. Charity or general solicitations from students are permitted only after written approval has been given by the Superintendent. The Superintendent/designee approves all solicitations which are permitted in the schools.
2. There is no solicitation of money from local industry, businesses, District residents, parents or by any school organization without the approval of the Superintendent/designee. All solicitations and fund-raising activities by student groups must be in compliance with the District's policy on student fund-raising activities.

[Adoption date: April 11, 2005]

LEGAL REF.: ORC 3313.20

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

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited. Staff members in violation of this policy will be disciplined up to and including termination of employment.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands off District property.

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, disciplinary actions, mental or physical health and/or family background.

[Adoption date: April 11, 2005]

CROSS REFS.: GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
JHG, Reporting Child Abuse
JL, Student Gifts and Solicitations
JO, Student Records
KBA, Public's Right to Know

CONTRACT REFS.: Teachers' Negotiated Agreement
Classified Staff Negotiated Agreement

STUDENT FEES, FINES AND CHARGES

Materials Fees

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

If the District receives documentation from Ohio Works First Assistance, it cannot charge students for fees for any materials needed to participate fully in a course of instruction. This provision does not apply to extracurricular activities and student enrichment programs that are not a course of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred.

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

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

Collection of Student Fees and Fines

Students and parents are notified at the beginning of each school year of the fees due for the grade level or courses in which the student is enrolled.

Report cards are held each grading period for students who have an unpaid fee balance.

Records of students with an unpaid fee balance are marked as delinquent. Only those records required by law are transferred to another district upon the withdrawal of a student with a delinquent fee account. All grades and credits are held until the fee account is paid in full. A notification of the balance due for fees is issued to students and parents each grading period until the account is paid in full.

No diploma shall be delivered to a graduating senior nor shall any transcripts be made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

Accounts of unpaid fees are passed from building to building.

1 of 2

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. Quarterly invoices or fee notices are sent to parents of students for regular and outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by the last day of school.

[Adoption date: April 11, 2005]

LEGAL REFS.: ORC 3313.642
3329.06

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

THIS IS A REQUIRED POLICY

VERIFICATION OF OWF ASSISTANCE
For the Purpose of Obtaining a
WAIVER OF THE STUDENT FEE FOR THE _____ SCHOOL YEAR

The parent or guardian must follow this procedure in order to qualify for a waiver of the Three Rivers Local School District Student Fee for the _____ school year:

1. If you have more than one child presently attending the Three Rivers Local School District, *you will need a separate one of these forms for each child.* Additional blank forms are available at each school.
2. Present this form to the Hamilton County Department of Job and Family Services (HCJFS) caseworker assigned to the case whereby you receive Ohio Works First (OWF) assistance payments.
3. Request the caseworker to fill in this form below, sign it and provide his/her office telephone number and the Case/Cat/Seq. number for verification purposes, *completing a separate form for each of your children* currently attending a Three Rivers Local School District school.
4. Submit this form, bearing the *original writing* and the *original signature of the HCJFS caseworker*, to the appropriate school. If you have more than one child, and they attend different schools, submit each form separately to each school.
5. Deadline for filing this form is June 1 for the _____ school year. *Waivers are not retroactive for past years.*

This is to verify that _____, born on _____
Student's Name

_____, living at _____
Date of Birth Street, City, State and Zip Code

is currently receiving Ohio Works First assistance payments.

Signed, _____ on this day, _____ at 513-_____
HCJFS Caseworker Date Office Telephone

Case/Cat/Seq. Number: _____

STUDENT RECORDS

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

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

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

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

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

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

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

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

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

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

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

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

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

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

[Adoption date: April 11, 2005]

[Re-adoption date: May 12, 2009]

[Re-adoption date: November 9, 2016]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Family Educational Rights and Privacy Act; 20 USC Section 1232g
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.
ORC 111.41; 111.42; 111.43; 111.46; 111.47; 111.99
149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3331.13

CROSS REFS.: AFI, Evaluation of Educational Resources
EHA, Data and Records Retention
IL, Testing Programs
JECAA, Admission of Homeless Students
KBA, Public's Right to Know
KKA, Recruiters in the Schools

THIS IS A REQUIRED POLICY

STUDENT RECORDS

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

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

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

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

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

Dates of attendance—means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

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

1. a personal record kept by a school staff member that meets the following tests:
 - A. it is in the sole possession of the individual who made it;
 - B. it is used only as a personal memory aid and
 - C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute;
2. an employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course);
3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student and
4. peer-graded papers before they are collected and recorded by a teacher.

Personally Identifiable Information — any data or information which makes the subject of a record known, including the student's name, the student's or student's family's address, the name of the student's parent or other family members, a personal identifier such as a student's Social Security number or a biometric record, other indirect identifiers, such as the student's date of birth, place of birth or mother's maiden name, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

ANNUAL NOTIFICATION

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

The notice includes:

1. the right of a parent(s) or eligible student to inspect and review the student's education records;
2. the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. the right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;
4. the right of any person to file a complaint with the Department of Education if the District violates FERPA and
5. the procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

LOCATIONS OF EDUCATION RECORDS

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

PROCEDURE TO INSPECT EDUCATION RECORDS

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

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

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

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies at the exact location or records brought to a single site).

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

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

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

FEES FOR COPIES OF RECORDS

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

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

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;
2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or

3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The fee for copies provided under Federal law may not include the costs for search and retrieval. This fee is 10 cents per page (actual copying cost less hardship factor).

There is no fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience. The fee for transcripts provided to former students is \$5 per copy.

DIRECTORY INFORMATION

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

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

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

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

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

USE OF STUDENT EDUCATION RECORDS

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

1. duly elected to the Board;
2. certificated by the state and appointed by the Board to an administrative or supervisory position;
3. certificated by the state and under contract to the Board as an instructor;
4. employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;
5. employed by, or under contract to, the Board to perform a special task such as a secretary, a treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor or
6. a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that the outside party:
 - A. performs an institutional service or function for which the District would otherwise use employees;
 - B. is under the direct control of the District with respect to the use and maintenance of education records and
 - C. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

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

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

NOTE: The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. A district that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.

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

1. when students seek or intend to enroll in another school district or a postsecondary school. The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);
2. when certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid for which a student has applied or received, need the information to:
 - A. establish the student's eligibility for the aid;
 - B. determine the amount of financial aid;

- C. establish the conditions for the receipt of the financial aid or
 - D. enforce the agreement between the provider and the receiver of financial aid;
4. if a State law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
 5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
 6. when accrediting organizations need those records to carry out their accrediting functions;
 7. when parents of eligible students claim the student as a dependent;
 8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision, except when a parent is party to a court proceeding involving child abuse or neglect or dependency, and the order is issued in the context of that proceeding;
 9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;
 10. the disclosure is in connection with a health and safety emergency;
 11. the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable federal guidelines and
 12. to an agency caseworker or other representative of a state or local child welfare agency when the agency is legally responsible for the care and protection of the child. Information obtained will not be disclosed by the agency to any other agency or individual, unless they are engaged in addressing the education needs of the child and authorized by the agency to have access and the disclosure is consistent with the State laws applicable to protecting the confidentiality of the student's education records.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The District records the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

1. the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and
2. parties to whom the District disclosed the information.

The District is required to permit the Ohio Department of Education (ODE) to have access to personally identifiable information about a student if ODE needs the information to:

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

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

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

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

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

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

The record includes:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request;
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the agency or institution disclosed the information.

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

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

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

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

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

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

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

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

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

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

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

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;
2. discusses it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request);
3. makes a decision to comply or decline to comply with the request and
4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

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

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

Third-level decision. The Superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

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

If the Superintendent decides the records are correct, he/she prepares a letter to the requester, which includes:

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;
3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and

4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

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

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

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

The Superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The Superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent takes one of the following actions.

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

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

(Approval date: April 11, 2005)

(Re-approval date: May 12, 2009)

(Re-approval date: November 9, 2016)

THIS IS A REQUIRED PROCEDURE

STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at least annually at the beginning of the school year that their children may be involved in Board-approved third party surveys. The school must also give the parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family, "potentially embarrassing to the student or family";
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the students or student's parent or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing,

evaluating or providing educational products or services for, or to, students or educational institutions such as:

1. postsecondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;

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3. curriculum and instructional materials used by K-12 schools;
4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessments;
5. the sale by students of products or services to raise funds for school or education-related activities or
6. student recognition program.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. the administration of a survey containing any of the eight items identified in this policy and
3. annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

[Adoption date: April 11, 2005]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
USA Patriot Act, Sec. 507, P.L. 107-56
Family Educational Rights and Privacy Act; 20 USC Sec. 1232g
ORC 149.41; 149.43
1347.01 et seq.
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3331.13
OAC 3301-35-04; 3301-35-07

