



POLICY REVIEW COMMITTEE

MIKE McDONOUGH, ASSISTANT SUPERINTENDENT
FRIDAY, FEBRUARY 19, 2016, 9:30 AM, CENTRAL OFFICE

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Committee Members

Heather Keck, President, Board of Education
Lisa Whiting, Member, Board of Education
Brian Wilson, Treasurer/CFO
Mike McDonough, Assistant Superintendent
Leslie McNaughton, Assistant Superintendent
Susanne Lintz, Director of Middle Level Curriculum
Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS
Craig Vroom, Principal Hilliard Weaver MS
Cori Kindl, Principal Hilliard Tharp Sixth Grade School
Stephanie Borlaza, Principal Britton Elementary
Tara Grove, Principal Ridgewood Elementary
Shelli Miller, Student Support Services Coordinator

RECOMMENDATION

FIRST READING
MARCH 14, 2016

The Policy Review Committee meets quarterly each school year. All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. AFC-1 (Also GCN-1) – Evaluation of Certificated Staff (Ohio Teacher Evaluation System)
2. AFC-2 (Also GCN-2) – Evaluation of Professional and Certificated Staff (Administrators Both Certificated and Classified)
3. DID – Inventories (Fixed Assets)
4. GCB-2-R – Professional and Certificated Staff Contracts and Compensation Plans (Administrators)
5. GCN-1 (Also AFC-1) – Evaluation of Certificated Staff (Ohio Teacher Evaluation System)
6. GCN-2 (Also AFC-2) – Evaluation of Professional and Certificated Staff (Administrators Both Certificated and Classified)
7. JB-R – Equal Educational Opportunities (Non-Discrimination Statement)
8. JGD – Student Suspension
9. JGE – Student Expulsion
10. JHCD – Administering Medicines to Students

Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language in **bold-type** is language to be added.
- Language in regular type is language currently in the policy and will remain in the policy.

The policies are being submitted for readings and adoption at the following Board of Education meetings:

- First reading at the March 14, 2016 Board meeting
- Second reading at the March 28, 2016
- Third reading and adoption at the April 13, 2016

EVALUATION OF CERTIFICATED STAFF (Ohio Teachers Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education.

Notwithstanding Ohio Revised Code Section 3319.09, this policy applies to any person employed under a teacher license issued under Ohio Revised Code chapter 3319, or under a professional or permanent teacher's certificate issued under former Section 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers.

Credentialed evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed district evaluators chosen from the Ohio Department of Education's list.

Effectiveness Rating

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

Annually, the Board submits to the Ohio Department of Education, the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The 50% teacher performance measure is based on the Ohio Standards for the Teaching Profession. The Superintendent/designee facilitates the selection/development of evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools in accordance with the negotiated agreement.

Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic process measure if adopted under ORC 3302.03(C)(1)(e); (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data or an alternative student academic

progress measure if adopted under ORC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value added progress dimension.

Value-added data based on the results of **state** assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions. **The Board may administer ODE-approved assessments and/or local measures of student growth using state-designed criteria and guidance for teachers of subjects where value-added scores from state assessments are not available.** Evaluations for teachers of grade levels and subject areas for which the value-added progress dimension is applicable, and where no other measure is available to determine student academic growth, shall be based solely on teacher performance.

Student exemptions will be in accordance with State law regarding the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.

Professional Growth and Improvement Plans

Teachers with a **most effective rating for student growth** **final summative rating of Accomplished** must develop professional growth plans and choose their credentialed evaluators from the Board-approved evaluator list.

Teachers with **average and above average ratings for student growth** **a final summative rating of Skilled** must develop professional growth plans collaboratively with their credentialed evaluators from the Board-approved evaluator list and will have input on their credentialed evaluator.

Teachers with a final summative rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with **approaching average and least effective ratings for student growth** **a final summative rating of Ineffective** must develop an improvement plan with their credentialed evaluators. The Superintendent/designee **approves the improvement plan and** assigns the credentialed evaluators **to teachers meeting with approaching average or least effective student growth ratings.**

Evaluation Timeline

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walkthroughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teacher's most recent evaluations carried out under this policy every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year.

Testing for Least Effective Teachers in Core Subjects

Teachers of core subject areas, as defined by State law, who have received a rating of Least Effective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by the Ohio Department of Education. No teacher shall be responsible for the cost of taking an examination under this section.

Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by district administrators in making retention and promotion decisions based on evaluation results.

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

Poorly Performing Teachers

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly-performing teachers based on evaluation results in accordance with the negotiated agreement and State law.

Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education evaluation framework.

[Adoption date: August 14, 2001]

[Re-adoption date: April 22, 2013]

[Re-adoption date: November 25, 2013]

[Re-adoption date: May 11, 2015]

[Re-adoption date: October 26, 2015]

File: AFC-1 (Also GCN-1)

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.16; 3319.58
Chapter 4117
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment
GBL, Personnel Records
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

DRAFT

EVALUATION OF PROFESSIONAL AND CERTIFICATED STAFF
(Administrators Both Certificated and Classified)

The Superintendent/designee institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code, including the following: assistant superintendents, business managers, principals, assistant principals and all other personnel required to maintain certificates/licenses in order to be employed as pupil-personnel workers and educational administrative specialists (provided that such person spends less than 50% of his/her time teaching or working with students) and any other employee whose duties enable him/her to be considered either a “supervisor” or “management-level employee” excluded from all of the employee bargaining units. In addition, evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with the requirements of State law. All administrators are evaluated annually. In the year an administrator’s contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator. In the year an administrator’s contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee’s contract. Evaluations are considered by the Board in determining whether to re-employ administrators.

The final evaluation includes the Superintendent’s intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board’s action to renew or nonrenew the employee’s contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator’s effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent. The evaluations are conducted annually by the Superintendent/designee.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

Ohio Principal Evaluation System (OPES)

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed district evaluators chosen from the Ohio Department of Education's list.

Principals and assistant principals are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% measures of principal or assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.

Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals. Proficiency on the standards includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.

Student academic growth is evaluated by a combination of: (1) Value-added data; (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth.

Value-added data based on the results of **state** assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions.

The principal's performance rating is combined with the results of student growth measures to produce a summative evaluation rating according to ODE requirements.

The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walkthroughs.

The Board allocates financial resources to support professional learning in compliance with State law and the State Board of Education's evaluation framework.

[Adoption date: August 14, 2001]

[Re-adoption date: April 12, 2005]

[Re-adoption date: April 22, 2013]

[Re-adoption date: November 25, 2013]

[Re-adoption date: May 11, 2015]

[Re-adoption date: October 26, 2015]

File: AFC-2 (Also GCN-2)

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171;
3319.22
OAC 3301-35-06

CROSS REFS.: AF, Commitment to Accomplishment
GBL, Personnel Records

DRAFT

INVENTORIES CAPITAL ASSETS **(Fixed Assets)**

This District maintains a **fixed capital** asset system sufficient to permit the following:

1. the preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. provide property insurance information and
3. provide control and accountability.

The District develops and maintains a **fixed capital** asset system and develops procedures to insure compliance with all **fixed capital** asset policies. To insure control over entity property, an individual in each building and/or department shall be assigned **fixed capital** asset responsibilities and be designated to work with the Treasurer and Director of Business.

Fixed Capital assets are classified as follows:

1. land
2. building and improvements
3. furniture, fixtures and equipment
4. vehicles (autos, trucks and buses)
5. construction-in-progress

Fixed Capital assets are defined as those assets that are deemed to be tangible with a useful life in excess of five years and an initial cost exceeding \$500. Exceptions for control and insurance purposes extend this definition to include audio/visual equipment, musical instruments and computers with an initial cost exceeding \$100. For purposes of financial reporting, **fixed capital** assets are defined as those deemed to be tangible with a useful life in excess of five years and an initial cost of \$5,000; \$5,000 per improvement on land improvements, and \$5,000 and 25% or more of the cost of the original component on building improvements. A straight line method of depreciation shall be used in determining current values of assets.

Leased **fixed capital** assets and **fixed capital** assets, which are jointly owned are identified and recorded on the **fixed capital** asset system.

Fixed Capital assets are recorded at historical cost, or, if that amount is not predictably determinable, at estimated cost. The method(s) to be used to estimate historical cost shall be established by the Director of Business affairs.

Donated **fixed capital** assets shall be valued at their (estimated) fair value on the date received.

The purchase of **fixed capital** assets, the transfer of **fixed capital** assets between buildings or departments and the disposal of **fixed capital** assets shall be initiated by the building principals or department heads and approved of by the Director of Business **Affairs**.

The District assigns to each new asset meeting the criteria above and as deemed necessary a District inventory tag.

The District conducts through an independent contractor a complete **fixed capital** asset inventory every five years by physical count, of all District-owned **fixed capital** assets. Staff members shall participate in the continuous updating of the **fixed capital** asset inventories and values as may be deemed necessary. The Fiscal Officer is authorized to contract for the annual and/or five year **fixed capital** asset inventory and establishment of values for all real estate and equipment.

A computer generated listing of all furniture, fixtures and equipment will be supplied to each building and department. This listing will be updated annually by the close of school, or not later than the second Friday in June of each year.

[Adoption date: August 14, 2001]

[Re-adoption date: February 10, 2014]

[Re-adoption date: May 11, 2015]

LEGAL REF.: ORC 117.38

PROFESSIONAL AND CERTIFICATED STAFF CONTRACTS
AND COMPENSATION PLANS
(Administrators)

The Board may request the State Board of Education to issue an alternative administrative license valid for employing a superintendent or any other administrator as specified by the Board.

The State Board of Education may issue the alternative administrative license if the Board has determined that the individual:

1. is of good moral character **in accordance of the Licensure Code of Professional Conduct for Ohio Educators;**
2. holds at least a baccalaureate degree from an accredited institution of higher education in a field related to finance or administration or has five years of recent work experience in education, management or administration and
3. submit to a BCII background check.

An alternative administrative license is valid only in this District. The State Board of Education may renew the license annually upon request of the Board.

(Approval date: August 14, 2001)
(Re-approval date: December 11, 2001)
(Re-approval date: May 12, 2008)
(Re-approval date: May 11, 2015)

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The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

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[Re-adoption date: April 22, 2013]

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[Re-adoption date: May 11, 2015]

[Re-adoption date: October 26, 2015]

File: GCN-2 (Also AFC-2)

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171;
3319.22
OAC 3301-35-06

CROSS REFS.: AF, Commitment to Accomplishment
GBL, Personnel Records

DRAFT

EQUAL EDUCATIONAL OPPORTUNITIES
(Non-Discrimination Statement)

Student Grievance Procedure

Any student who feels that he/she has suffered discrimination by being denied the opportunity to participate in, or obtain the benefits of, an educational program offered by the Hilliard City School District and that such discrimination resulted from his/her gender, sexual orientation, marital or parental status, pregnancy, race, ethnicity, national origin, religious belief, disability, or military status may seek resolution through the following grievance procedure.

Definition:

A "grievance" shall mean a complaint which can be filed at any time by a student or by a student's parent, on his/her behalf, dealing specifically with alleged discrimination on the basis described above. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in State laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board, shall be used whenever feasible in seeking clarification of questions of concern to the student before the grievance procedure is utilized. These normal channels of communication are encouraged but are not required before the complainant utilizes the formal grievance procedure.

Purpose:

The primary purpose of this procedure shall be to secure, at the earliest level possible, equitable solution to a complaint. The proceedings shall be kept confidential at each level of this procedure.

Time:

The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

Level One:

A student (or parent) with a complaint shall first present it orally and informally to his/her teacher or activity supervisor. If the complaint is not resolved at this level, he/she may proceed to level two. Level one is not a requirement. The complainant may choose to utilize this option or may proceed directly to level two.

Level Two:

The student (or parent) is to present a formal complaint, in writing with all supporting documents and evidence, to the building principal or the Director of Pupil **Student Support Services, 5323 Cemetery Rd, Hilliard, Ohio 43026 2140 Atlas St., Columbus, Ohio 43228**. The principal or Director of Pupil Services shall investigate the complaint and render a decision within 10 school days after receiving the complaint. The lack of any supporting documents or evidence does not render a complaint invalid; the District has an obligation to investigate a written complaint, with no evidence attached to it. "Investigate" shall mean the right to present evidence and identify witnesses, which the District will interview.

Level Three:

If the complainant deems it desirable to carry the complaint beyond the decision reached in level two, he/she may within 10 school days file his/her complaint with the Superintendent or designee. The Superintendent or designee shall evaluate the evidence and render his/her decision within 10 school **days** after receiving the appeal.

Withdrawal:

A complaint may be withdrawn by the complainant at any level without prejudice or record.

Hearings and Decisions:

At each of the above three levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of level one) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

Reprisals:

No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

Preservation of Records:

All proceedings external to the decision of the Board shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.

Disclaimer:

In the adoption and implementation of this grievance procedure, it shall be understood that the Board is not a court of law and that rules of jurisdiction shall not apply.

(Approval date: August 14, 2001)

(Re-approval date: July 9, 2008)

(Re-approval date: April 26, 2010)

(Re-approval date: April 22, 2013)

(Re-approval date: May 11, 2015)

DRAFT

STUDENT SUSPENSION

The Superintendent/designee, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent/designee may apply any or all of the period of suspension to the following year.

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

The guidelines listed below 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 one school day**, 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
 - C. student's school record (not for inclusion in the permanent record) and
 - D. And other staff involved.
6. Permanent Exclusion. If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within ~~24 hours~~ **three school days** of receipt of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school 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: August 14, 2001]

[Re-adoption date: November 11, 2003]

[Re-adoption date: April 12, 2005]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: IGCI, Community Service
JEGA, Permanent Exclusion
JFC, Student Conduct
JFCEA, Gangs
JFCJ, Weapons in the Schools
JGE, Student Expulsion

STUDENT EXPULSION

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

The Superintendent/designee 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/designee to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion in to the following school year.

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

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

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

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

If the offense is one for which a school district may seek permanent expulsion, then the notice will contain that information.

Appeal to the Board

A student remains expelled for the duration of the expulsion or until action is taken on any appeal. A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

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

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the court of common pleas.

[Adoption date: August 14, 2001]

[Re-adoption date: November 11, 2003]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: ECAB, Vandalism
IGCI, Community Service
JEGA, Permanent Exclusion
JFCJ, Weapons in the Schools
JGD, Student Suspension
JGDA, Emergency Removal of Student

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. 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 which would constitute "gross negligence or wanton or reckless misconduct."
7. 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 Individual students with an identified life-threatening allergy are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen 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 epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. The principal and/or the school nurse must have received copies of these required written approvals. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The Board recognizes that many students may have an allergic reaction at school from known or unknown allergens. The first line of treatment for anaphylaxis is the prompt use of epinephrine (epipen). In response to providing a safe school environment, all schools may have non-individual specific epinephrine auto-injector on site. Procedures for management, use, and administration non-individual specific epinephrine auto-injector of are located on site pursuant to ORC 3313.7110

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: August 14, 2001]
[Re-adoption date: April 9, 2007]
[Re-adoption date: April 13, 2011]
[Re-adoption date: November 12, 2014]
[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 2305.23; 2305.231
3313.64; 3313.712; 3313.713; 3313.716; 3313.718
3314.03; 3314.141
3317.7110
OAC 3301-35-06

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