



POLICY REVIEW COMMITTEE

MIKE McDONOUGH, ASSISTANT SUPERINTENDENT
FRIDAY, MARCH 10, 2017, 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
Dawn Sayre, Director of Middle Level Curriculum
Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS
Matthew Trombitas, Principal Hilliard Heritage 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

SECOND READING
APRIL 3, 2017

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. DJC – Bidding Requirements
2. EFG – Wellness
3. JED – Student Absences and Excuses
4. JED-E – Family Trip Application
5. JEDA – Truancy
6. JF – Student Rights and Responsibilities
7. JG – Student Discipline
8. JGD – Student Suspension
9. JGE – Student Expulsion
10. JN – Student Fees, Fines and Charges

Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language in **bold-type** is language to be added.

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

- First reading – September 12, 2016
 - Second reading – September 26, 2016
 - Third reading and adoption – October 10, 2016
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BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs which exceed **\$25,000 Ohio Revised Code limitations** are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over **\$15,000 \$25,000, but under Ohio Revised Code limitations** that are not subject to bidding requirements will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Director of Business assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Director of Business makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

The Board may waive part or all of the above requirements when it is determined there is an urgent necessity or where the security and protection of school property is involved.

Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law, including the applicable bidding requirements.

[Adoption date: August 14, 2001]

[Re-adoption date: October 25, 2004]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 153.50 through 153.56
9.314
3313.372; 33313.373; 3313.46
3319.04
3327.08

CROSS REFS.: DJ, Purchasing
DJF, Purchasing Procedures
ECF, Energy Conservation
FA, Facilities Development Goals
FEF, Construction Contracts Bidding and Awards

WELLNESS

As required by law, the Board of Education directs the Superintendent/designee to establish the following wellness policy as part of a comprehensive wellness initiative.

The wellness policy shall:

1. establish plans for nutrition education, physical activity and other school-based activities designed to positively influence students' ability to make healthy lifestyle choices;
2. abide by nutrition guidelines established by the U.S. Department of Agriculture (USDA) for all foods available in the District during the school day, in order to promote student health and reduce childhood obesity;
3. assure that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the USDA and
4. establish a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

The Board recognizes that good nutrition and regular physical activity affect the health and wellbeing of the District's students. Furthermore, research supports a positive correlation between district students' and staff health and wellbeing and their ability to learn.

In order to promote, support and model such health behaviors and habits, development of the wellness initiative must be a collaborative effort between parents, students, staff, food service workers, administrators, the Board and the public.

The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.

[Adoption date: April 3, 2006]

[Re-adoption date: May 11, 2015]

[Re-adoption date: August 8, 2016]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265
(Title I, Section 204), 118 Stat. 729
National School Lunch Act; 42 USC 1751 et seq.
Child Nutrition Act; 42 USC 1771 et seq.
7 CFR, Subtitle B, Chapter 11, Part 210
7CFR 220
7 CFR 225
7 CFR 245
ORC 3313.814
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management
EFB, Free and Reduced-Price Food Services
EFF, Food Sale Standards

DRAFT

STUDENT ABSENCES AND EXCUSES

Achievement and attendance are highly correlated. Each student should attempt to attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

Parents and/or guardians are legally responsible for the student's attendance in school; therefore, the parent or guardian of any student is required to accompany the student to the school's attendance office each time the student has accumulated five days of unexcused absence in a semester. Failure of the parent and/or guardian to appear at school as requested shall result in the student being denied reentry into the school program. If the school has no attendance office, the principal's office shall serve as such.

Students are required to be in their designated place at all times during the school day. Any student found otherwise shall be considered truant and shall be subject to the same policies and procedures as out-of-school truancy.

Family Trips

It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period, and for families to be together, some trips must necessarily be scheduled during the academic year. Application for approval (JED-E) must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of 10 school days or less per school year without loss of academic standing, provided proper assignment make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 10 days or less may be approved by the building principal or his/her designee. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as determined by the building principal or his/her designee. If a student is absent for family travel outside of the ten (10) days of excused absences allowed by the District, he/she will be considered unexcused from school and subject to truancy regulations. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file charges of lack of compliance with the compulsory education rules. Communication with the school and family is crucial and attempts can be made to design online or other opportunities when applicable.

Excused Absence

Excused absences shall be those that are included as reason for absence according to the Ohio Revised Code. These reasons are:

1. Personal illness. The approving authority may require a medical certification if he/she deems it advisable.

2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a relative. The absence arising from this situation is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Work at home due to absence of parents or guardians. Any absence arising because of this situation shall not extend for a period longer than that for which the parents or guardians were absent.
6. Observance of religious holidays. Any child of any religious faith shall be excused if his/her creed or belief.
7. Emergency or set of circumstances which in the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school.
8. Field trips or school activities. Absence as a result of an approved field trip or school-sanctioned or sponsored activity shall be an excused absence.

Unexcused Absences

An unexcused absence, whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credit for work missed. This shall not preclude the student from completing assignments to keep current.

Disciplinary action may result from unexcused absence.

The Board authorizes the Superintendent/designee to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than **10 60** consecutive **days** **hours during a school month** or a total of at least **15 days 90 hours** during a **semester or term school year**.

[Adoption date: August 14, 2001]

[Re-adoption date: January 28, 2008]

[Re-adoption date: November 12, 2014]

[Re-adoption date: May 11, 2015]

[Re-adoption date: July 8, 2015]

[Re-adoption date: February 6, 2017]

LEGAL REFS.: ORC 3313.609
3319.16
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

DRAFT

HILLIARD CITY SCHOOL DISTRICT
FAMILY TRIP APPLICATION

This application is to be completed at least two (2) weeks in advance of the planned trip, and presented to the principal for consideration. Each student is limited to one approved trip per school year without loss of academic standing, provided proper assigned make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 10 days or less may be approved by the building principal/designee. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as determined by the building principal/designee. If a student is absent for family travel outside of the ten (10) days of excused absences allowed by the District, he/she will be considered unexcused from school and subject to truancy regulations. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file charges of lack of compliance with the compulsory education rules.

Before completing this application, the parent or guardian should give careful consideration to the current academic standing and attendance record of the student(s).

It is hereby requested that:

Student: _____	Student: _____
Teacher(s): _____	Teacher(s): _____
Teacher(s): _____	Teacher(s): _____
Teacher(s): _____	Teacher(s): _____
Teacher(s): _____	Teacher(s): _____
Teacher(s): _____	Teacher(s): _____
Teacher(s): _____	Teacher(s): _____
Teacher(s): _____	Teacher(s): _____
Teacher(s): _____	Teacher(s): _____

be excused from school, according to Board Policy, from: _____ to _____
(Date) (Date)

Student will return to school on: _____
(Date) (Total School Days Absent)

Reason for request: _____

Hilliard City Schools also requires any student who has spent one month (32 days) or more days in a high-risk TB country to have a tuberculin skin test. Re-entry for students who have traveled outside the United States for more than one month (32 days) may be deferred until such documentation is received by school personnel. If you are traveling outside of the United States, please identify the country and length of stay anticipated.

Country: _____ **Length of stay in country:** _____

(Parent/Guardian Signature) (Date)

(Approved) (Denied) (Principal Signature) (Date)

(Board Approved/Re-approved 11/12/2014, 05/11/2015, 07/08/2015, 02/06/2017)

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

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for ~~five~~ 30 or more consecutive school days hours, ~~seven~~ 42 or more school days hours in one month or ~~12~~ 72 or more school days hours in a school year.

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

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

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

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

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

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

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

1. providing a truancy intervention program for a habitual truant 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 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 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: August 14, 2001]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.663; **3313.668**
3321.03-04; 3321.07-09; **3321.19; 3321.191**; 3321.22; 3321.38

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

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have 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 which are inseparable from these rights, which include:

1. civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. the right to attend free and appropriate public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. the right to due process of law with respect to suspension and expulsion;
4. the right to free inquiry and expression and the responsibility to observe rules regarding these rights and
5. the right to 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 provided to each student. This code describes in detail the offenses **such as truancy, tardiness, property damage, etc.**, for which disciplinary action may be taken. The code is available in the school building.

[Adoption date: August 14, 2001]

[Re-adoption date: August 13, 2012]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: U.S. Const. Amend. I
U.S. Const. Amend. XIV, § 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
JFG, Interrogations and Searches
Student Handbook

DRAFT

STUDENT DISCIPLINE

The discipline procedures of the District are based on the premise that every student attending school is able to differentiate between right and wrong, that every student is aware that he/she is attending school primarily to learn and profit through the course of study, and that constituted authority and school regulations are necessary for the proper conduct of the schools.

The Board recognizes that it has a solemn obligation to protect the public property entrusted to its care and to protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so.

Any student who demonstrates that he/she is unable to differentiate between right and wrong, or who has no apparent desire to profit from the course of instruction, or who has no regard for the rights of other students, or any combination of the above, is subject to severe disciplinary action including exclusion from school.

Each building principal, in accordance with policy, shall establish reasonable rules and regulations governing the discipline of students in his/her assigned area.

1. Regardless of assignment, each certificated staff member shall share the responsibility of maintaining student discipline.
2. Discipline shall be firm and consistent.
3. Provision shall be made to prevent any student from committing an unlimited number of offenses.
4. The principal concerned shall have the responsibility of determining the degree of the offense.
5. A complete discipline record, listing all major offenses, shall be maintained for each student.

Each discipline situation should be considered on an individual basis, taking all available facts into account. There should be consistency in the administration of penalties and punishment for similar acts of misconduct.

In determining appropriate disciplinary action, the following considerations shall be applied:

1. severity of the offense as it potentially affects the educational community and the degree to which such conduct tends to interfere with achieving the objectives of the educational process;
2. whether the offense is a first or infrequent infraction or one in a virtual continuum of offenses and
3. whether alternate action other than that otherwise considered usual and customary would be in the best interest of the particular offending student and/or the school community generally.
- 4. a student cannot be suspended, expelled or removed from school solely because of unexcused absences.**

Whenever possible, community service should be considered as an alternative (option), in the disciplinary process for students.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662; **3313.668**
3319.41

CROSS REFS.: ECAB, Vandalism
IGD, Cocurricular and Extracurricular Activities
JG, all subcodes
Student Handbook

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. **A student cannot be suspended from school solely because of unexcused absences.** No period of suspension is for more than 10 school days. ~~Suspensions may extend beyond the current school year if~~ **If**, at the time a suspension is imposed, fewer than 10 days remain in the school year, ~~the Superintendent/designee~~ **may cannot** apply any or all of the period of suspension to the following year.

The Superintendent/designee may **instead** require a student to perform community service ~~in conjunction with or in place of a suspension~~ **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 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 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 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]
[Re-adoption date: April 25, 2016]

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

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. **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 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 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 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]

[Re-adoption date: April 25, 2016]

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

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

STUDENT FEES, FINES AND CHARGES

Materials Fees

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

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

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction **for cocurricular and extracurricular activities**. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act, will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. Those students on reduced-price lunch will receive half the benefit afforded those students eligible for the free-lunch program. This provision does not apply to **extracurricular activities and** student enrichment programs that are not courses of instruction.

Fines

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

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

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

Collection of Student Fees and Fines

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

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless

payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. A payment schedule may be arranged at the building level with full payment to be received by the end of each school year.

[Adoption date: August 14, 2001]
[Re-adoption date: September 23, 2002]
[Re-adoption date: October 9, 2006]
[Re-adoption date: December 14, 2009]
[Re-adoption date: February 13, 2012]
[Re-adoption date: January 14, 2013]
[Re-adoption date: November 25, 2013]
[Re-adoption date: May 11, 2015]

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

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