



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, March 8 & 15, 2019, Central Office

Hilliard City School District  
Operations Department

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### COMMITTEE MEMBERS

Heather Keck, Board of Education  
Lisa Whiting, Board of Education  
Brian Wilson, Treasurer/CFO  
Mike McDonough, Deputy Superintendent  
Vicky Clark, Assistant Superintendent  
Herb Higginbotham, Director Elementary Education  
Stacie Raterman, Communications Director

Aaron Cookson, Principal Hilliard Davidson HS  
Matthew Trombitas, Principal Hilliard Heritage MS  
Lauren Schmidt, Principal Hilliard Station Sixth Grade  
Samantha Althouse, Principal Washington Elementary  
Stephanie Borlaza, Principal Britton Elementary  
Shelli Miller, Student Support Services Coordinator

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# RECOMMENDATION

Second Reading  
April 22, 2019

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. BDDC – Agenda Preparation and Dissemination
2. DECA – Administration of Federal Grant Funds
3. GBE – Staff Health and Safety
4. GBE-R – Staff Health and Safety (*new regulation*)
5. IGD – Cocurricular and Extracurricular Activities
6. JECBD-R – Intradistrict Open Enrollment
7. JED – Student Absences and Excuses
8. JEE – Student Attendance Accounting (Missing and Absent Children)
9. JFCJ – Weapons in the Schools
10. JFCK – Use of Electronic Communications Equipment by Students (*new policy*)
11. JGD – Student Suspension
12. JGDA – Emergency Removal of Student
13. JGE – Student Expulsion
14. JHG – Reporting Child Abuse

#### 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 – April 8, 2019
  - Second reading – April 22, 2019
  - Third reading and adoption – May 13, 2019
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## AGENDA PREPARATION AND DISSEMINATION

The Superintendent/designee, in consultation with the President of the Board, arranges the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Items of business may be suggested by a Board member, staff member or citizen of the District. The agenda may allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board follows the order of business established by the agenda, except as it may vote to rearrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. An item of business which is not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, should not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, is distributed to Board members at least **three hours one business day** prior to the Board meeting to permit them to give items of business careful consideration. The agenda **is and supporting documents, with the exception of any documents concerning matters to be considered in executive session, documents which reveal student travel plans, and any other document the Superintendent identifies, are** also made available to the press, representatives of the community, staff groups and others **upon request by posting on the website one business day prior to the Board meeting.**

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

## ADMINISTRATION OF FEDERAL GRANT FUNDS

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education (ODE) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the

Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented.

Controls include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity. Records are sufficient to verify that time spend and compensation (including salary and benefits) are allocable to the fund.

## 2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODE or other applicable pass-through-entity.

## 3. Procurement

Prior to July 1, 2018, the District followed requirements outlined in previous OMB guidance. Effective July 1, 2018 all purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that

develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. **The District performs a cost and price analysis for every procurement over the established simplified acquisition threshold.**

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

**The District takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.**

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

#### 4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

**Employees, Board members, or agents of the District** ~~Covered individuals~~ will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer discloses in writing to ODE or other applicable pass-through-entity in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by federal or state authorities.

[Adoption date: July 5, 2017]

[Re-adoption date: December 18, 2017]

[Re-adoption date: February 11, 2019]

LEGAL REFS.: ORC 9.314  
117.101; 117.43  
3313.33; 3313.46  
3319.04  
5705.39; 5705.41; 5705.412  
2 C.F.R. Part 200

CROSS REFS.: BBFA, Board Member Conflict of Interest  
BCC, Qualifications and Duties of the Treasurer  
DI, Fiscal Accounting and Reporting  
DID, Inventories  
DJ, Purchasing

DJC, Bidding Requirements  
DJF, Purchasing Procedures  
EF/EFB, Food Services Management/Free and Reduced Food Services  
GBCA, Staff Conflict of Interest  
IGBJ, Title I Programs

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## STAFF HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices which promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with State law. The results of all such examinations are filed with the Superintendent.

Employees who are required by State or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination **and/or testing** of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Any genetic information acquired as a result of individual examinations will be handled in accordance with Federal law.

### Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the central office and request the necessary forms to make application for payment under this act.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana). The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive worker's compensation benefits.



[Adoption date: August 14, 2001]  
[Re-adoption date: May 13, 2003]  
[Re-adoption date: January 24, 2005]  
[Re-adoption date: April 13, 2011]  
[Re-adoption date: May 11, 2015]  
[Re-adoption date: October 10, 2016]

LEGAL REFS.: Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.  
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.  
Comprehensive Environmental Response, Compensation and Liability Act;  
42 USC 9601 et seq.  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 3313.643; 3313.71; 3313.711  
3327.10  
4113.23  
4123.01 et seq.  
4123.35  
4123.54

CROSS REFS.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EBD, Crisis Management  
EEACD, Drug Testing for District Personnel Required to Hold a  
Commercial Driver's License  
GBCB, Staff Conduct  
GBP, Drug-Free Workplace  
GBQ, Criminal Records Check  
GCBC, Professional and Certificated Staff Fringe Benefits  
GDBC, Classified Staff Fringe Benefits  
Staff Handbooks

## NEW REGULATION

File: GBE-R

### STAFF HEALTH AND SAFETY

#### Workers' Compensation Benefits Eligibility – Chemical Testing

Under Ohio's Workers' Compensation Law, every employee who is injured in the course of employment is entitled to benefits, if necessary, to compensate him/her for lost work time, payment for medical, nursing and hospital services, medicines and funeral expenses, unless the injury was proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana).

#### Testing Procedures

An injury is deemed to have been proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana) if any of the following apply.

1. Within eight hours of the injury, the employee's blood alcohol level tests equal to or greater than .08%\*.
2. Within eight hours of the injury, the employee's breath alcohol level tests equal to or greater than .08g/210L\*.
3. Within eight hours of the injury, the employee's urine alcohol level tests equal to or greater than .11g/100 ml\*.
4. Within 32 hours of the injury, the employee tests above both the following levels established for an enzyme multiplied immunoassay technique (EMIT) screening test and above the following levels established for a gas chromatography/mass spectrometry test, or in the alternative, above the levels established for a gas chromatography/mass spectrometry (GC/MS) test alone as follows, for substances not prescribed by a physician or marihuana (marijuana):
  - A. for amphetamines, 1000 ng/ml of urine for the EMIT test and 500 ng/ml of urine for the GC/MS test;
  - B. for cannabinoids, 50 ng/ml of urine for the EMIT test and 15 ng/ml of urine for the GC/MS test;
  - C. for cocaine, including crack cocaine, 300 ng/ml of urine for the EMIT test and 150 ng/ml of urine for the GC/MS test;
  - D. for opiates, 2000 ng/ml of urine for the EMIT test and 2000 ng/ml of urine for the GC/MS test and

- E. for phencyclidine, 25 ng/ml of urine for the EMIT test and 25 ng/ml of urine for the GC/MS test.
- 5. The employee, through a chemical test administered within 32 hours of the injury, is determined to have barbiturates, benzodiazepines, methadone or propoxyphene in the employee's system that tests above levels established by laboratories certified by the U.S. Department of Health and Human Services (HHS).
- 6. The employee refuses to submit to a requested chemical test.

Legal Protections

All testing will be conducted by a qualified, federally certified testing laboratory or a laboratory that meets or exceeds HHS standards for laboratory certification selected by the Board, and any positive test result will be confirmed by a medical review officer.

Confidentiality

Test results will remain confidential as between the employee, the Board and the Bureau of Workers' Compensation.

\*This represents the minimum testing level used to establish intoxication under current State law prohibiting the operation of a motor vehicle while intoxicated, otherwise known as the State "OMVI" law.

(Approval date:)

## COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole student. For this reason an educational program must embody, as an essential element, activities which involve students beyond the classroom and foster the values which result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities which are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent/designee reports to the Board the general purposes/description, of the cocurricular and extracurricular programs of the District.

6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
- 7. Each District-support organization must understand that student participation on athletic teams or in cocurricular activities is completely independent of any fundraising activities. Parents, students and interested parties participation in fundraising activities cannot be used in any way to adversely impact student participation.**
- 78.** Activities must be open to all students, regardless of race, ethnicity, national origin, citizenship status, religion, gender, sexual orientation, economic status, age, disability or military status.
- 89.** Activities must not place undue burdens upon students, teachers or schools.
- 910.** Activities do not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day.
- 1011.** Activities at any level should be unique, not duplications of others already in operation.
- 1112.** Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.
- 1213.** The activity does not exploit the individual or school for commercial purposes.
- 1314.** Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the Code of Conduct or the Code of Conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.
- 1415.** Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and State law.
- 1516.** Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.

- 1617.** Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
- 1718.** Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
- 1819.** Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
- 1920.** Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.
- 2021.** Resident students receiving home schooling in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.
- 2122.** Prior to exclusion from participation, the student/parent will be given written notification of the intention to exclude and the reason(s) for the intended exclusion. The student will be afforded the opportunity to appear at an informal hearing to challenge the reason(s) for the intended exclusion. The informal hearing will be held with the coach, advisor designee or administrator. Within 24 hours following exclusion, a letter of notification will be sent to the parent or guardian specifying the reason for the student participant's exclusion from participation, the period of time for the exclusion and options, if any. The parent or guardian shall be notified by telephone, when possible, of the exclusion from participation.
- 2223.** The Intention to Exclude from Participation form will include the notification of the right of the student or his parent(s)/guardian(s) to appeal such action to the Extracurricular Appeal Committee in their respective buildings. The Appeal Committee will consist of two administrators and two teachers. The committee will be appointed and chaired by the building principal.

A written request for appeal must be made within seven days of the date of the Notice of Intention to Exclude from Extracurricular participation. The appeal should be addressed to the principal.

**2324.** The Appeal Committee shall hear the appeal if such is requested. The Appeal Committee may sustain, modify or set aside the exclusion. Written notification of the outcome of the appeal will be provided the parties involved within 24 hours of the hearing.

**2425.** The decision of the Appeal Committee shall be final.

Costs: All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

#### Definition of Co-curricular and Extracurricular Activities

Generally speaking, co-curricular activities are an extension of the formal learning experiences in a course or academic program, while extracurricular activities may be offered or coordinated by a school, but may not be explicitly connected to academic learning.

[Adoption date: August 14, 2001]

[Re-adoption date: January 24, 2005]

[Re-adoption date: July 9, 2008]

[Re-adoption date: September 28, 2009]

[Re-adoption date: April 22, 2013]

[Re-adoption date: May 11, 2015]

[Re-adoption date: March 12, 2018]

LEGAL REFS.: ORC 3313.537; 3313.58; 3313.59; 3313.664  
3315.062  
Chapter 4112  
OAC 3301-27-01  
3301-35-06

CROSS REFS.: AFI, Evaluation of Educational Resources  
DJ, Purchasing  
**IGCH, College Credit Plus (Also LEC)**  
IGDB, Student Publications  
IGDC, Student Social Events  
IGDF, Student Fundraising Activities  
IGDG, Student Activities Funds Management

IGDJ, Interscholastic Athletics  
IGDK, Interscholastic Extracurricular Eligibility  
JECBC, Admission of Students from Nonchartered or Home Schooling  
**JFCJ, Weapons in the Schools**  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
JL, Student Gifts and Solicitations  
JN, Student Fees, Fines and Charges  
KGB, Public Conduct on District Property  
KK, Visitors to the Schools  
**KMA, Parent/Citizen Organizations**  
Student Handbooks

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## INTRADISTRICT OPEN ENROLLMENT

Students enrolled in the District are assigned to the school or special education program serving their designated attendance area. Parents wishing their child/children to attend a school other than the one for their attendance area must complete a transfer form for their child's grade level (elementary/sixth grade/middle school/high school). Emergency or hardship transfer requests will be considered and granted in accordance with provisions listed on the transfer form.

In general, transportation will be the responsibility of the parent. No special transportation arrangements will be made to accommodate transfer requests.

### Siblings of Students Participating in Specialized Programming

Attempts will be made to accommodate siblings of students participating in specialized programs to be placed in the same building.

### Guidelines for Elementary Transfers EXCEPT to the Multiage Programs

Procedure for forms submitted on or before the deadline identified on the transfer request form:

1. Transfers submitted on or before the deadline may be granted in emergency or hardship situations based on building enrollment.
2. Parents will be notified of the status of the transfer request no later than two weeks prior to the opening day of school.

Procedure for forms submitted after the deadline identified on the transfer request form:

1. Transfer requests will be added at the bottom of the list and considered in the order received.
2. Parents will be notified of the status of the transfer request no later than two weeks prior to the opening day of school.
3. Requests received after the annual announced deadline are unlikely to be honored.

### Guidelines for Elementary Transfers to Multiage Programs

Kindergarten at Norwich is all day/every day and transportation will be provided as follows. Transportation to Norwich will be available to all eligible students in the mornings with students arriving at their home attendance building as normal (walking/bus) and riding a shuttle bus to Norwich School. P.M. bus transportation will be provided to students in the Norwich Britton attendance area only. Other P.M. transportation will be provided to eligible students only if existing routes can serve the child.

Decisions for transfer requests to Norwich Elementary's Multiage Program will be based on criteria listed on the transfer form, including:

1. students who attended Norwich Elementary last year;
2. siblings of current Norwich attendees;
3. students residing in the Norwich attendance area;
4. students residing in the Britton attendance area;
5. students residing in any other elementary school attendance areas.

A lottery system may be used to determine the assignment of all those whose request into Norwich is not granted due to grade and/or building enrollment numbers. Requests received after the annual announced deadline are unlikely to be honored.

### Guidelines for Sixth Grade Transfer Request

In general, transportation will be the responsibility of the parent. No special transportation arrangements will be made to accommodate transfer requests.

Procedure for forms submitted on or before the deadline identified on the transfer request form:

1. Transfers submitted on or before the deadline may be granted in emergency or hardship situations based on building enrollment and space availability.
2. Space availability is a function of staffing levels and class section size. Staffing levels will be set to accommodate the students of the designated attendance area. No additional staff will be added specifically to accommodate transfers. The principals of the schools involved will determine whether a transfer request can be accommodated in terms of the impact on the class section size of all classes involved.

3. Parents will be notified of the status of the transfer request

Procedure for forms submitted after the deadline identified on the transfer request form:

1. Transfer requests will be added at the bottom of the list and considered in the order received.
2. Parents will be notified of the status of the transfer request no later than two weeks prior to the opening day of school.
3. Requests received after the annual announced deadline are unlikely to be honored.

#### Guidelines for Middle School/High School Transfer Request

In general, transportation will be the responsibility of the parent. No special transportation arrangements will be made to accommodate transfer requests.

Requests for transfer in order to attend the same school as a given student, teacher or coach, or to participate on a specific athletic team or in a specific activity will not be considered.

Unless otherwise specified, a transfer is to be for the entire school year. Transfers are for one school year. At the end of the school year, all students will be reassigned to the school for their designated attendance area and must reapply if requesting a transfer for the following year. Transfers may result in the loss of athletic eligibility for one school year.

Procedure for forms submitted on or before the deadline identified on the transfer request form:

1. Return completed transfer request form to the guidance office of the school your child currently attends.
2. Transfers submitted on or before the deadline may be granted in emergency or hardship situations based on building enrollment and space availability.
3. Space availability is a function of staffing levels and class section size. Staffing levels will be set to accommodate the students of the designated attendance area. No additional staff will be added specifically to accommodate transfers. The principals of the schools involved will determine whether a transfer request can be accommodated in terms of the impact on the class section size of all classes involved.

4. Parents will be notified of the status of the transfer request.

Procedure for forms submitted after the deadline identified on the transfer request form:

1. Return completed transfer request form to the guidance office of the school your child currently attends.
2. Transfer requests will be added at the bottom of the list and considered in the order received.
3. Parents will be notified of the status of the transfer request no later than two weeks prior to the opening day of school.
4. Requests received after annual announced deadline are unlikely to be honored.

(Approval date: August 14, 2001)

(Re-approval date: July 26, 2004)

(Re-approval date: April 27, 2009)

(Re-approval date: May 11, 2015)

## 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 18 hours unless a reasonable cause may be shown for a longer absence.
5. Work at home due to absence of parents or guardians for a limited period of time when approved by the Superintendent/designee.
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.
9. College visitation.
10. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
11. Absences due to a student being homeless.

**The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent/designee to determine and use the appropriate notification procedure and methods consistent with State law.**

**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 who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures.**

## 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 60 consecutive hours during a school month or a total of at least 90 hours during a 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]  
[Re-adoption date: April 17, 2017]  
[Re-adoption date: May 14, 2018]

LEGAL REFS.: ORC 3313.609; **3313.66**  
3319.16  
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; **3321.141**; 3321.19;  
3321.38  
4510.32  
OAC 3301-69-02

CROSS REFS.: IGAC, Teaching About Religion  
IKB, Homework  
JEDB, Student Dismissal Precautions  
**JEE, Student Attendance Accounting (Missing and Absent Children)**  
JHC, Student Health Services and Requirements  
JHCC, Communicable Diseases

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.

Except where required by State law, 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 that 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.

Except where required by State law, if the student does not present copies of the required documents, the district representative 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 district representative shall notify the police department 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 District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence with 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification**



**procedure and methods consistent with State law.** ~~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 designates the Superintendent/designee to develop informational programs for students, parents and community members relative to the subject of missing children.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

[Re-adoption date: July 8, 2015]

LEGAL REFS.: ORC 109.65  
2901.30  
3313.205; 3313.672; 3313.96  
3319.321; 3319.322  
3321.12; **3321.141**  
3705.05

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

## 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 and threats of firearms, knives and other dangerous 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 **that is capable of causing serious bodily injury**. Dangerous weapons are defined as any item used to threaten, harm or intended to harm other individuals.

Unless a student is permanently excluded, the Superintendent/designee shall expel a student from school for a period of one year for bringing a firearm or knife to a school operated by the Board 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/designee 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, emotional 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 aggressor.

A student may be expelled for up to one year for firearm-related or any weapon-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 any weapon also loses his/her driving privileges. The District may notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Superintendent/designee may establish a community service program which may be performed in conjunction with, but not in place of, an expulsion imposed upon a student who brings a firearm or any weapon onto school property.

Students who wish to enroll in the District under ORD 3313.64 or 3313.65 but who have been expelled from another school district under ORC 3313.66, and the expulsion has not expired, may be offered an opportunity for a hearing with the Superintendent/designee of the Hilliard City Schools.

Admission to the District may be temporarily denied by the Superintendent/designee until the expiration of the expulsion period.

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 bus 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.

As defined by Ohio 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 police 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 Ohio law.

The Superintendent/designee 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: August 14, 2001]

[Re-adoption date: January 22, 2007]

[Re-adoption date: January 28, 2008]

[Re-adoption date: May 11, 2015]

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

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## **NEW POLICY**

File: JFCK

### USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students may be allowed to possess electronic communications devices (personal or district-provided) while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.

Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline.

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:]

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

## 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. If, at the time a suspension is imposed, fewer than 10 days remain in the school year the Superintendent/designee 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 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.

**Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.**

**The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.**

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~~
  - CB. student's school record (not for inclusion in the permanent record) and
  - DC. 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 Board of Education appoints the superintendent/designee to hear all suspension appeals. 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]  
[Re-adoption date: April 17, 2017]  
[Re-adoption date: July 5, 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**  
**JGA, Corporal Punishment**  
**JGDA, Emergency Removal of Student**  
JGE, Student Expulsion  
**Student Handbook**

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## 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/designee, 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 on the next** 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 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/designee 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.

**Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.**

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: August 14, 2001]

[Re-adoption date: May 11, 2015]

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

CROSS REFS.: ECAB, Vandalism  
JFCJ, Weapons in the Schools  
**JG, Student Discipline**  
JGD, Student Suspension  
JGE, Student Expulsion

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## 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 to the following school year.

**Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.**

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]  
[Re-adoption date: April 17, 2017]

LEGAL REFS.: ORC 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

## REPORTING CHILD ABUSE **AND MANDATORY TRAINING**

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately 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 design professional development **for child abuse prevention; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development and youth suicide awareness and promotion.** ~~for all school nurses, teachers, counselors, school psychologists and administrators.~~ **Training is also provided on the Board's harassment, intimidation, or bullying policy. Where required** ~~†this~~ program is developed in consultation with public or private agencies or persons involved in child abuse prevention, **school safety, violence prevention** or intervention programs **or youth suicide awareness and prevention.**

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of **the established** professional development ~~in the prevention of child abuse, violence and substance abuse, school safety and the promotion of positive youth development~~ within two years of commencing employment with the District, and every five years thereafter.

~~In addition, m~~**M**iddle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

**Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall completed training in youth suicide awareness and prevention once every two years.**

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

[Adoption date: August 14, 2001]  
[Re-adoption date: October 25, 2004]  
[Re-adoption date: January 28, 2008]  
[Re-adoption date: December 14, 2009]  
[Re-adoption date: April 26, 2010]  
[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 2151.011; 2151.421  
3313.662; 3313.666  
3319.073

CROSS REFS.: EB, Safety Program  
EBC, Emergency/Safety Plans  
IGAE, Health Education  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JHF, Student Safety