

**LIBERTY UNION-THURSTON BOARD OF EDUCATION
REGULAR MEETING**

Monday, December 12, 2016 - 7:00 P.M.

Liberty Union District Office Board Room

ROLL CALL:	Caryl Caito	<u>Present</u>
	Shaun Hochradel	<u>Present</u>
	John Hutton	<u>Present</u>
	Shawn Shook	<u>Present</u>
	John Walter	<u>Present</u>

PLEDGE OF ALLEGIANCE

PRINCIPALS UPDATE

- A. Mrs. Wendy Buskirk, Elementary School Teacher** - Ed Sands Scholarship will donate \$5,000 to the Leader in Me; Explained Google Docs. and Students presented \$600 and 1000 toys to Baltimore Firefighters for Christmas toys
- B. Mr. Matt Gallatin, High School Principal** - Shared information regarding the new 2016-2017 staff: Holly Griffin, Julie Mathney, Jenni Sage; Drama Club (former student)
- C. Mr. Tim Turner, Middle School Principal** - Informed Board Members the 5th & 6th students are being trained in Eureka Math and will receive 12 more Chromebook for 5th graders; MS Students presented Firefighter Denny with \$2,000 and MS Chorus sang at Blue Jackets Game.

RECOGNITION

HIGH SCHOOL STUDENTS OF THE MONTH: Madison Schaefer & Ethan Kaper

PUBLIC PARTICIPATION AT BOARD MEETINGS: File: KD (Also BDDH)

Art Brate, 1941 Leonard Rd, Baltimore, representing Faith Lutheran After-School Program, 25; thanks for help.

ANNUAL BOARD RE-ORGANIZATION

The Board of Education “Re-Organizational Meeting,” with the regular meeting immediately following, will be held on Monday, January 9, 2017, at 7:00 p.m. in the district office meeting room. It is necessary to appoint a President Pro Tempore for the re-organizational meeting.

115-16 Motion by Shawn Shook, seconded by John Hutton to appoint Dr. John Walter as President Pro Tempore for the January 9, 2017, Board of Education Re-Organizational Meeting. Hochradel, yes; Hutton, yes; Shook, yes; Walter, **abstain**; Caito, yes. Motion carried. (Dr. John Walter left the meeting due to a death in the family.)

REFRESHMENTS

DISCUSSION AND APPROVAL OF THE MINUTE

116-16 Motion by Shawn Shook, seconded by Caryl Caito, to approve the minutes of the Regular Meeting of the Liberty Union - Thurston Board of Education held on November 14, 2016, as printed. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, **absent**. Motion carried.

MONTHLY FINANCIAL STATEMENTS

117-16 Motion by Caryl Caito, seconded by Shawn Shook, to approve Monthly Financial items as

stated below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, **absent**; Caito, yes. Motion carried.

A. TREASURER’S FINANCIAL REPORT: Approved.

1. **MONTHLY FUNDS BALANCE**
2. **RECEIPT OF FUNDS**
3. **STATUS OF APPROPRIATIONS**
4. **MONTHLY BANK RECONCILIATION**

B. BILLS: Approved.

C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS: Approved.

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 8,158.16
200	50,876.98
300	31,973.26
Total Changes	\$91,008.40

D. DONATIONS: Approved.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$ 267.92	Kroger Community Rewards	M S Principal
25.00	Tina Barker Christmas Family	FCLA
1,717.51	Chipotle 50% of Sales	Girls Basketball
415.00	Donald Law Office Scholarship	Washington DC Trip
47.92	Kroger Community Rewards	H S Volleyball
200.00	Michael & Marie Jones	M S Football
535.00	Misc: Parents T-Shirts	Football
100.00	Colin Weaver	The Leader-in-Me
3,000.00	Elementary Boosters	The Leader-in-Me
\$6,308.35	Total	-

OLD BUSINESS

118-16 Motion by Shawn Shook, seconded by Shaun Hochradel, to approve Old Business - Board Policies as printed below. Hutton, yes; Shook, yes; Walter, **absent**; Caito, yes; Hochradel, yes. Motion carried.

BOARD POLICY - The following policies were presented for review only at the November 14, 2016, Board of Education Meeting, and were approved at this meeting:

A. AC - NONDISCRIMINATION / HARASSMENT

The Board’s policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, **ancestry**, citizenship status, religion, sex, economic status, age, ~~or~~ disability **or military status**.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means **including the use of electronic communications devices**, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination/~~harassment~~ of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination/~~harassment~~ does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board designates the following individual to serve as the District’s compliance officer/civil rights coordinator:

Title: Superintendent

Address: 1108 S. Main St, Baltimore, Ohio 43105

Phone number: 740-862-4171

Email: osborntodd@libertyunion.org

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

All persons associated with the District, including, but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).

Matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible.

[Adoption date: January 10, 2000]

[Reviewed: October 11, 2010]

[Revised: December 12, 2016]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.
 Civil rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
 Education Amendments of 1972, Title IX; 20 USC 1681 **et seq.**
 Executive Order 11246, as amended by Executive Order 11375
 Equal Pay Act; 29 USC 206
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
 Rehabilitation Act; 29 USC 794
 Individuals with Disabilities Act; ~~42 USC 12112 et seq.~~ **20 USC 1400 et seq.**
 Age Discrimination in Employment Act; 29 USC 623
 Immigration Reform and Control Act; ~~42 USC 8~~ **8** USC 1324a et seq.
 Americans with Disabilities Act **Amendments Act of 2008**; 42 USC ~~12112~~ **12101** et seq.
 Ohio Const. Art. I, & **Section 2**
 ORC 3323-04
 Chapter 4112
 OAC 3301-35-02(A)(1); 3301-35-03(A)

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
 ACB, Nondiscrimination on the Basis of Disability
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
 GBA, Equal Opportunity Equal Opportunity Employment
 GBO, Verification of Employment Eligibility
 IGAB, Human Relations Education
IGBA, Programs for Student with Disabilities
 JB, Equal Educational Opportunities
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
 Staff Handbooks
 Student Handbooks

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

B. ACA - NONDISCRIMINATION ON THE BASIS OF SEX (Delete)

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally-assisted education programs.

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

[Adoption date: January 10, 2000]

[Revised: October 9, 2000]

[Reviewed: October 11, 2010]

[Deleted: December 12, 2016]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000e et seq.
 Civil Rights Act, Title VII; 42 USC 2000e et seq.
 Education Amendments of 1972, Title IX; 20 USC 1681
 Executive Order 11246, as amended by Executive Order 11375
 Equal Pay Act; 29 USC 206
 Ohio Const. Art. I & 2
 ORC Chapter 4112

OAC 3301-35-03(A)

CROSS REF.: AC, Nondiscrimination
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
JB, Equal Education Opportunities

C. ACA/ACAA - NONDISCRIMINATION ON THE BASIS OF SEX / SEXUAL HARASSMENT

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in Federally assisted education programs.

Title IX states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

All persons associated with the District, including, but not limited to, the Board, the administration, the staff, and the students, and third parties are expected to conduct themselves at all times so as to provide an atmosphere free from sex discrimination and sexual harassment. Sex discrimination and sexual harassment, whether verbal or physical, occurring inside or outside of District buildings or on District-owned property, or at school-sponsored social functions or activities is illegal and unacceptable and will not be tolerated. The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

~~The Board has developed complaint procedures which are available to victims. The Board has also identified disciplinary penalties which could be imposed on the offenders.~~ **The District takes measures to eliminate harassment, prevent its recurrence and address its effects, and will implement interim measures as deemed necessary.**

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development **status in a class, educational program or activity;**
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance ~~or~~ **by creating an intimidating, hostile or offensive environment, or by interfering with one's ability to participate in or benefit from a class or educational program or activity.**

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent. Examples of sexual violence include but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual harassment includes gender-based harassment, which refers to unwelcome conduct based on an individual's actual or perceived sex, (including harassment based on gender identity and nonconformity with sex stereotypes), and not necessarily involving conduct of a sexual nature.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; **grooming;** repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature, graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies, coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.

All of these types of harassment are considered forms of sex discrimination prohibited by Title IX.

The Board has developed informal and formal discrimination and harassment complaint procedures. The procedures provide for impartial investigation free from conflicts of interest. The Board also has identified disciplinary measures that may be imposed upon the offender. Nothing in this policy or procedure prevents an individual from pursuing action through State and/or Federal law, contacting law enforcement, or from filing a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

~~The Grievance Officer:~~ The Board appoints sexual harassment grievance officers in each building who are vested with the authority and responsibility of processing all sexual harassment complaints in

accordance with the procedure set out designates the following individual to serve as the District's Title IX Coordinator:

Title: Superintendent

Address: 1108 S. Main St, Baltimore, Ohio 43105

Phone number: 740-862-4171

Email: osborntodd@libertyunion.org

The title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He/She is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

Confidentiality / Retaliation

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible, consistent with the Board's legal obligations to investigate. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited. **The District prohibits retaliation for an individual's participation in and/or initiation of a sex discrimination/sexual harassment complaint investigation, including instances where the complaint is not substantiated. The District takes reasonable steps to prevent retaliation and takes strong responsive action if retaliation occurs.**

[Adoption date: January 10, 2000]

[Revised: October 9, 2000]

[Reviewed: October 11, 2010]

[Revised: December 12, 2016]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, Title VII; 42 USC 2000e et seq.
Education Amendments of 1972, Title IX; 20 USC 2000e 1681 et seq.
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act; 29 USC 206
~~Immigration Reform and Control Act; 42 USC 1324a et seq.~~
Ohio Const. Art. I & 2 **Section 2**
ORC Chapter 4112

CROSS REFS.: AC, Nondiscrimination
GBA, Equal Opportunity Employment
GBD, Board-Staff Communications (Also BG)
GBH, Staff-Student Relations (Also JM)
IGDJ, Interscholastic Athletics
JB, Equal Educational Opportunities
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JHG, Reporting Child Abuse
Staff Handbooks
Student Handbooks

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

D. ACA-R / ACAA-R - NONDISCRIMINATION ON THE BASIS OF SEX / SEXUAL HARASSMENT

The Board has created informal and formal discrimination and harassment grievance procedures, providing for a prompt and impartial investigation free of conflicts of interest. All students and District employees are required to fully cooperate when asked to participate in an investigation.

Members of the school community and third parties are encouraged to promptly report incidents of sex discrimination or sexual harassment. Complaints may be filed with any District employee, or directly with the Title IX Coordinator. District employees are required to report these incidents to the Title IX Coordinator upon becoming aware of an incident, and failure to do so may result in disciplinary action.

Complaints of sex discrimination or sexual harassment must be filed within 180 calendar days of the alleged incident, as delays in filing complaints can make it difficult to investigate. Both the informal and formal grievance procedures are completed within 60 days of the date the incident was reported to the Title IX Coordinator, unless extenuating circumstances exist. Periodic updates are made as appropriate during the investigation.

The Title IX Coordinator determines whether or not, by "a preponderance of the evidence," the alleged victim's allegations are true. "A preponderance of the evidence" means that evidence must show the alleged discrimination/sexual harassment was more likely than not to have occurred.

Pending the final outcome of an informal or formal investigation, the District institutes interim measures to protect the alleged victim and informs him/her of available support services. Interim measures may include, but are not limited to: a District-enforced no contact order,

schedule changes, academic modifications for the alleged victim, and/or school counseling for the alleged victim. These measures should ensure the alleged victim continues to have equal access to all education programs and activities and the safety of all students is protected.

If any of the named officials are the accused or are the alleged victim, the Board designates an alternate investigator and retains final decision-making authority.

All matters involving sexual harassment complaints remain confidential to the extent possible.

Informal Procedure for Addressing Complaints

An informal grievance procedure can be used when the Title IX Coordinator deems it appropriate and/or when the parties involved (alleged victim and accused) agree that an informal process is appropriate and sufficient. The informal process is not used when the alleged discrimination or harassment may constitute sexual violence or any other criminal act.

The Title IX Coordinator gathers enough information during the informal process to understand and resolve the complaint. The Title IX Coordinator proposes an informal solution based on this fact-gathering process, which may include, but not be limited to: requiring the accused to undergo training on harassment/discrimination, requiring all students and staff to undergo such training, and instituting protective mechanisms for the alleged victim.

Either party has the right to terminate the informal procedure at any time and pursue a remedy under the formal grievance procedure.

Formal Procedure for Addressing Complaints

While the formal grievance procedure may serve as the first step toward the resolution of a charge of sex discrimination or sexual harassment, it also is available when the informal procedure fails to resolve the complaint.

1. ~~Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident(s) to the appropriate grievance officer.~~
2. ~~The grievance officer~~ **Through the formal grievance procedure, the Title IX Coordinator** attempts to resolve the ~~problem~~ **complaint** in an ~~informal manner~~ through the following process **way**:
 - A **1.** ~~The grievance officer~~ **Title IX Coordinator promptly** confers with the charging party/**alleged victim** in order to obtain in a clear understanding of that party's statement of the alleged facts. **The statement is put in writing by the Title IX Coordinator and signed by the charging party/alleged victim as a testament to the statements accuracy.**
 - B **2.** ~~The grievance officer~~ **Title IX Coordinator** meets with the charged party in order to obtain his/her response to the complaint. **The response is put in writing by the Title IX Coordinator and signed by the charged party as a testament to the statements accuracy.**
 - C **3.** ~~The grievance officer~~ **Title IX Coordinator** holds as many meetings with the parties **and witnesses (if any)** as is necessary to gather facts. **The dates of meetings and the facts gathered are all put in writing. The investigation is adequate, reliable, impartial and prompt, and allows both parties an equal opportunity to present witnesses and other evidence.**
 - D **4.** **At the conclusion of the investigation, the Title IX Coordinator prepares a written report summarizing: the evidence gathered during the investigation and whether the allegations were substantiated; whether any Board policies or student or employee codes of conduct were violated; any recommendations for corrective action. The investigation report indicates if any measures must be instituted to protect the alleged victim. Such measures may include, but are not limited to extending any interim measures taken during the investigation. The report also informs the alleged victim of available support services, which at a minimum includes offering school counseling services if the alleged victim is a student.**

Notice of Outcome

Both the alleged victim and the accused are provided written notice of the outcome of the complaint.

On the basis of the grievance officer's perception of the problem, he/she will:

- 1) ~~attempt to resolve the matter informally through conciliation or~~
- 2) ~~notify the parties by certified mail of his/her official action relative to the complaint.~~

(Choose one of the following two paragraphs.)

The outcome is final and binding.

OR

3. If either party disagrees with the decision of the grievance officer **Title IX Coordinator**, he/she may appeal to the Superintendent/~~designee~~. After reviewing the record made by the grievance officer **Title IX Coordinator**, the Superintendent/~~designee~~ may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/~~designee~~ is final.

~~All matters involving sexual harassment complaints remain confidential.~~

Disciplinary Action

Any disciplinary action is carried out in accordance with Board policies, student and employee codes of conduct, State and Federal law, and, when applicable, the negotiated agreement. When recommending discipline, the Title IX Coordinator considers the totality of the circumstances involved, including the ages and maturity levels of those involved. The Title IX Coordinator and the Superintendent determine if a recommendation for expulsion for an accused student or discharge for an accused employee should be made. If this recommendation is made and a hearing is required, the hearing shall be held in accordance with Board policy, State law and/or the negotiated agreement. Both the parties shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

[Approval date: January 10, 2000] [Reviewed: October 11, 2010]

**[Revised: December 12, 2016]
Support Staff Negotiated Agreement**

E. IIBH - DISTRICT WEBSITES

School District websites school web pages provide opportunities to engage students, impact student learning and interact with the community. District web sites:

1. give the Board opportunities to communicate its mission, goals, policies and plans with the community;
2. allow individual schools to provide current and complete information to its community at large;
3. give the community a means to communicate effectively the Board and staff ;
4. create expanded means for student expression;
5. provide avenues for teachers to help students meet high standards of performance and
6. provide opportunities for staff to communicate with students.

Purpose and Use of District Web Sites

The technology coordinator is responsible for maintaining the District's websites in accordance with the directives provided by the Superintendent. The principal / designee of each school shall ensure that the school's web page is maintained in such a way that the community receives current and accurate information.

The District may elect to have its web site serve additional purposes related to its educational mission. These include, but are not limited to:

1. publishing a student newspaper;
2. posting teacher-created class information or;
3. publishing appropriate student class work.

When a school allows student publications on its web page, the purpose of including such publications shall be clearly identified in that section of the page. These publications shall be consistent with the District's mission, goals, policies, programs and activities of the District. All publications shall meet established District requirements related to student print publications and be in accordance with State and Federal law related to student expression.

Accessibility of Website

The District is committed to ensuring the accessibility of its website for students, parents, and members of the community, including individuals with disabilities, except where doing so would impose an undue burden or create a fundamental alteration.

Advertising or Sponsorships

Any use of advertising or sponsorships that appear on the District's website must be approved by the Superintendent / designee. Use must be consistent with District policies and guidelines for other District publications.

The Board directs the Superintendent to develop regulations to implement all the provisions of this policy. These regulations shall address staff and student privacy and content standards for web site publications.

[Adoption date: January 10, 2000]

[Revised: October 9, 2000]

[Revised: January 10, 2011]

[Revised: December 12, 2016]

LEGAL REGS.: Family Educational Rights and Privacy Act; 20 USC & 1232g et seq.
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,
HR 4577, 2000, 114 Stat 2763)
ORC 149.41; 149.43
3313.20
OAC 3301-35-04; 3301-35-06

CROSS REG.: EDE, Computer / On Line Services (Acceptable Use and Internet Safety)
IGDB, Student Publications
JO, Student Records
KBA, Public's Right to Know
KJ, Advertising in the Schools

F. IKC - CLASS RANKING (For your information ONLY.)Selection of the Valedictorian and Salutatorian

Beginning with the Graduating Class of 2018, the selection of Valedictorian(s) and Salutation(s) will be determined at the conclusion of the last grading period of the twelfth grade. The student who achieves the highest grade point average on the specified coursework will be selected as Valedictorian. The student who achieves the second highest grade point average will be selected as Salutatorian. After Valedictorian and Salutatorian, Academic Honors Awards will be given for students achieving grade point averages of 3.30 or higher.

[Adoption date: January 10, 2000]
[Revised: April 13, 2015]

[Revised: August 13, 2001]

G. IKC-R - CLASS RANKING REQUIREMENTS

The individual student's class rank will be determined at the beginning of the school year.

Ninth grade	completion of grade eight;
Tenth grade	student must have earned 5 academic units;
Eleventh grade	student must have earned 11.5 academic units;
Twelfth grade	student must have earned 16.5 academic units.

Honor roll will be established after each grading period.

1. "Distinguished Honor Roll" will honor any student who has all A's for the grading period.
2. Students who take AP courses could have a 4.0 and not receive this honor due to the fact that a B, using the weighted grade scale, will give you a 4.0.
3. "Superior Honor Roll" will honor any student who has a Grade Point Average (GPA) of 3.99 to 3.50 for the grading period.
4. "Excellent Honor Roll" will honor any student who carries at least a 3.000 to 3.4999 GPA for the grading period.

Note: High school level courses completed in middle school for high school credit can be used to meet the course work minimum requirements.

(Requirements of the Valedictorian(s) and Salutatorian(s))

Eligibility will be determined at the end of the last semester of high school for these awards.

1. Four (4) units of science
2. Four (4) units of math, including Algebra 1, Algebra 2, and Geometry
3. Four (4) units of English/Language Arts
4. Four (4) units of social studies
5. Three (3) units of one or 2 units of two Foreign Languages
6. Five (5) units of Electives which must include 1 Unit of Career **Coursework (i.e. CTE, Agriculture, Business, Technology, Family and Consumer Science etc.)** and 1 Unit of Fine Arts
7. Since AP, **CCP (College Credit Plus)** and **IB (International Baccalaureate)** courses offer weighted grades, students should consider taking them in order to have the highest GPA. ~~Students are advised to take at least two AP courses.~~

[Adopted: January 10, 2000]

[Revised: August 13, 2001]

[Revised: October 8, 2007]

[Revised: April 13, 2015]

[Revised: December 12, 2016]

H. JEC - SCHOOL ADMISSION

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

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

New entrants at all grade levels are required to present at the time of enrollment:

1. a birth certificate or other document as evidence of birth;
2. complete and up-to-date immunization record;
3. proof of residency;
4. a certified copy of any child court custody records, grandparent (or other) Power of Attorney; other custody documents
5. latest official transcript or record of achievement (or grade card)
6. current IEP / 504 / Gifted
7. disciplinary action file from previous school

The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

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

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

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

[Adoption date: October 11, 2004]	[Reviewed: October 10, 2011]
[Reviewed: January 14, 2013]	[Revised: April 13, 2014]
[Revised: December 12, 2016]	

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

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

I. JECOA - ADMISSION OF HOMELESS STUDENTS

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

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

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

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

The Board ensures that

1. it reviews and revises Board policies and regulations to eliminate barriers to the **identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;**
2. the District does not segregate homeless students **children or youth** into separate schools or separate programs within a school based on the student's status of homeless;

3. it appoints a District liaison, **able to carry out their duties,** who ensures that homeless students **are identified and** enroll and succeed in school and **ensures the liaison is trained in compliance with law;**
4. **it provides training opportunities for staff on identifying and serving homeless students;**
5. **homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency of other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;**
- 4 6. homeless students **children or youth** are provided with education, nutrition and transportation services that are at least comparable to the service provided to non-homeless students **and**
7. **homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extra-curricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.**

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

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

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

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

[Adoption date: January 10, 2000]

[Revised date: October 9, 2000]

[Revised date: July 14, 2003]

[Revised date: July 9, 2007]

[Reviewed: October 10, 2011]

[Reviewed: January 14, 2013]

[Revised: December 12, 2016]

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

CROSS REF.: AC, Nondiscrimination
JB, Equal Educational Opportunities
JEC, School Admission
JECB, Admission of Nonresident Students
JHCB, Immunizations
JO, Student Records

J. JECAA-R - ADMISSION OF HOMELESS STUDENTS (Enrollment Dispute Resolution Process)

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

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

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

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

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

1. **The District provides the parent/guardian or unaccompanied youth with a written explanation of the school's decision regarding school selection or enrollment.**
2. **The District informs the parent/guardian or unaccompanied youth in writing of their right to appeal the decision.**

3. Should the dispute continue, the District refers the parent/guardian or unaccompanied youth to the District homeless liaison who shall review the complaint and issue an opinion in writing to the parent/guardian or the unaccompanied youth.
4. Should the dispute continue, the District homeless liaison assists the involved parties in presenting the situation to the Ohio Department of Education homeless education coordinator.
5. The State homeless education coordinator recommends a decision for distribution to the parent/guardian or unaccompanied youth, local Superintendent and District liaison.
6. Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

[Adoption date: December 12, 2016]

K. JFCF - HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

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

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

The Superintendent/designee must provide the Board President with a semi-annual written summary of all reported incidents of hazing and/or bullying and post the report summary on the District’s website, to the extent permitted by law.

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

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

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

[Adoption date: April 9, 2007]

[Reviewed: October 10, 2011]

[Reviewed: January 14, 2013]

[Revised: May 10, 2010]

[Revised: August 13, 2012]

[Revised: December 12, 2016]

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

ORC 117.53
 2307.44
 2903.31
 3301.22
 3313.666; 3313.667
 3314.03

3319.073; 3319.321

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

L. JFCF-R - HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber-bullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

Teachers and Other School Staff

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

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

Complaints

1. **Formal Complaints:** Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff

- witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.
2. **Informal Complaints:** Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint, promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/ designee for review and action.
 3. **Anonymous Complaints:** Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action
 - (1) does not disclose the source of the complaint, and
 - (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.
 4. **False Complaints:** Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies:

1. Teachers and Others School Staff

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

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

2. Administrator Responsibilities

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

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

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

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

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

C. **Disciplinary Interventions:** When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full

range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

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

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

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

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

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

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

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

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

Police and Child Protective Services: In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

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

[Adoption date: May 10, 2010]

[Reviewed: October 10, 2011]

[Revised: August 13, 2012]

[Reviewed: January 14, 2013]

[Revised: December 12, 2016]

M. JFG - INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of the students during the school day and hours of approved extra-curricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials.

The administration has developed regulations to be followed in the case of searches and interrogations.

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

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, ~~it is the policy of the Board to permit~~ **s** the building administrators **s** to search any locker and its contents as the administrator believes necessary. Such notice will be posted **at or near the entrance to the school grounds and at the main entrance to each in every school** building.

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

[Adoption date: January 10, 2000]

[Reviewed: October 10, 2011]

[Reviewed: January 14, 2013]

[Revised: December 12, 2016]

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

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

N. JFG-R - INTERROGATIONS AND SEARCHES

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

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

Searches of a Student's Person or Personal Property by School Personnel: ~~Principals/designees~~ **Building administrators** are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable **cause suspicion** to believe that the search results in evidence which indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Unattended Bags by School Personnel: **Building administrators are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issue exists, and any subsequent searches of the item are based upon reasonable suspicion.**

Searches of Student Property by ~~Police~~ Law Enforcement Officials: A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the ~~police~~ **law enforcement officials** have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by ~~Police~~ Law Enforcement Officials: The schools have legal custody of students during the school day and during hours of approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, ~~police~~ **law enforcement** officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall **attempt to** notify the parent(s) of the student to be interviewed by the ~~police~~ **law enforcement officials**, ~~if the police have not~~, **before the student is questioned questioning begins, unless extenuating circumstances dictate that this not be done.**
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When the ~~police~~ **law enforcement officials** remove a ~~child~~ **student** from school, the administration will make an attempt to notify the parent(s) ~~provided notification does not interfere with an official investigation.~~
7. The ~~police department~~ **law enforcement officials** should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the ~~police department~~ **law enforcement agency**. The school should not attempt to handle matters which are properly in the realm of the ~~police department~~ **law enforcement agency**.

[Adoption date: January 10, 2000]
[Reviewed: January 14, 2013]

[Reviewed: October 10, 2011]
[Revised: December 12, 2016]

O. JHCB - IMMUNIZATIONS

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

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

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

[Adoption date: July 10, 2006]
[Reviewed: October 10, 2011]
[Revised: December 12, 2016]

[Revised: January 10, 2011]
[Reviewed: January 14, 2013]

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

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

P. JO - STUDENT RECORDS

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

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

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

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

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

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

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

The following rights exist:

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

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

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

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

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

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

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

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

[Adoption date: January 10, 2000]

[Revised date: September 10, 2001]

[Revised date: October 8, 2007]

[Reviewed: October 10, 2011]

[Reviewed: January 14, 2013]

[Revised: December 12, 2016]

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

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

Q. JO-R - STUDENT RECORDS

1. Each student's official school records include the following:
 - A. Records to be retained permanently
 - 1) name and address of parent(s)
 - 2) verification of date and place of birth
 - 3) dates and record of attendance
 - 4) course enrollment and grades
 - 5) test data
 - 6) date of graduation or withdrawal
 - B. Records of verifiable information to be retained during the student's school career
 - 1) medical/health data
 - 2) individual psychological evaluation [gathered with written consent of parent(s)]
 - 3) individual intelligence tests, tests for learning disabilities, etc. (counselor-administered)
 - 4) other verifiable information to be used in educational decision making
2. Maintaining student records
 - A. Transcripts of the scholastic record contain only factual information. The District confines its record keeping to tasks with clearly defined educational ends.

- B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
- C. Teacher and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.
- D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

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

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

Eligible Student - a student or former student who has reached age 18 or is attending a post-secondary school.

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

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

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

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

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

ANNUAL NOTIFICATION

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

The notice includes:

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

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

LOCATIONS OF EDUCATION RECORDS - (Required)

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Principals' Offices	Principals
Cumulative School Records (Former Students)		
Health Records	Principals' Offices	Principals
Speech Therapy Records / Psychological Records	Principal's Offices	Principals
School Transportation Records	School Transportation Office	Transportation Supervisor
Special Test Records	Principal's Offices	Principals
<u>Occasional Records</u> (Student education records not identified above; such as those in Superintendent's office, in the school attorney's office, or in the personal possession of teachers)		

PROCEDURE TO INSPECT EDUCATION RECORDS

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

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

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

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

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

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

FEES FOR COPIES OF RECORDS

The District will not charge a fee for the copying of records unless it is deemed to be excessive. If it is so deemed, a 10 cent per page copying charge would be required.

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

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

1. when the refusal to provide copies effectively denies access to a parent(s)/guardian or eligible student;
2. at the request of the parent(s)/guardian or eligible student when the District has provided the records to third parties by the prior consent of the parent(s)/guardian or eligible student or
3. at the request of the parent(s)/guardian or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The fee for copies provided under Federal law may not include the costs for search and retrieval. This fee is \$0.10 per page (actual copying cost less hardship factor).

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience is \$0.10 per page (actual search, retrieval copying cost and postage, if any).

DIRECTORY INFORMATION

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

1. the student's name;
2. the student's address;
3. ~~the student's~~ telephone number(s)
4. ~~the student's picture~~
- § 4. the student's date and place of birth;

- ~~6~~ **5.** ~~the student's extracurricular~~ **participation in officially recognized activities and sports;**
- ~~7~~ **6.** the student's achievement awards or honors and
- ~~8~~ **7.** the student's weight and height, if a member of an athletic team;
- ~~9~~ **8.** major field of study
- ~~10~~ **9.** dates of attendance ("from and to" dates of enrollment)
- ~~11~~ **10.** date of graduation

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

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

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

USE OF STUDENT EDUCATION RECORDS

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

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

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

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

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

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

1. when students seek or intend to enroll in another school district or a post-secondary school; ~~(upon the condition that the student's parent(s)/guardian be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record)~~ **The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);**

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

The District ~~permits any of its officials to make the needed disclosures~~ **personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.** ~~from student education records in a health or safety emergency if:~~

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

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

1. ~~the official deems it is warranted by the seriousness of the~~ **articulable and significant** threat to the health or safety of the student or other persons **individuals that formed the basis for the disclosure and;**
2. ~~the information is necessary and needed because of the emergency;~~
3. ~~the persons~~ **parties** to whom the **District** information ~~is to be disclosed~~ **the information** are ~~qualified and in positions to deal with the emergency or~~
4. ~~time is an important and limiting factor in dealing with the emergency.~~

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

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

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

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

~~The student's parent(s)/guardian or the eligible student may obtain a copy of any records disclosed under this provision.~~

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

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

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

The record includes:

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

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

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

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

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

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

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

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

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

1. provides the requester a copy of the questioned records;
2. asks the requester to initiate a written request for the change and
3. follows the procedure for a second-level decision.

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

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

The request is dated and signed by the requester.

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

1. studies the request;
2. discusses it with other school officials; (the person who made the record or those who may have a professional concern about the District's response to the request)

3. makes a decision to comply or decline to comply with the request and
4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

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

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

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

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

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

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;
3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and
4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

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

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

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

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

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

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

[Approval date: January 10, 2000]
 [Revised: September 10, 2001]
 [Revised: October 8, 2007]
 [Reviewed: January 14, 2013]

[Revised: February 12, 2001]
 [Revised: July 9, 2007]
 [Reviewed: October 10, 2011]
[Revised: December 12, 2016]

NEW BUSINESS - FINANCIAL:

119-16 Motion by John Hutton, seconded by Caryl Caito, to approve the Financial item(s) listed below. Shook, yes; Walter, **absent**; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

A. SERVICE PROVIDER: South Central Insurance Consortium

CONTRACT PERIOD: 7-1-2017 through 6-30-2020
 SERVICES PROVIDED: LU-T School District Health Care Insurance
 COST: Adjusted Annually

NOTE: Membership in SCOIC is established in three-year terms. The current three-year cycle expires on 6-30-2017.

Approved.

NEW BUSINESS - OTHER

120-16 Motion by Shawn Shook, seconded by Caryl Caito, to approve the New Business - Other item(s) listed below. Walter, **absent**; Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes. Motion carried.

SPRING BASEBALL TRIP: Baseball Coach, **Michael Schmidt**, requests permission to attend Spring Training at Ripken Experience, Myrtle Beach, South Carolina; the high school athletic director and superintendent recommend approval.

Dates: April 13 - April 16, 2017
 Transportation: Parents
 Chaperones: Coach; Parents
 Lodging: Hotel
 Student Cost: \$75.00 (Approximate per Student)

Approved as presented.

NEW BUSINESS - PERSONNEL

121-16 Motion by John Hutton, seconded by Shawn Shook, to approve the Personnel item(s) listed below. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, **absent**. Motion carried.

A. HIRE STUDY HALL MONITOR - The Superintendent and High School Principal recommend **Patrick Bookman** to the position of the High School Study Hall Monitor; Board approved.

Effective date: November 21, 2016
 Hours per Day: 4½
 Rate: \$15.73 per hour

B. RESIGNATION - **Mrs. Tonya Luna** is resigning her supplemental position: 6th Grade Outdoor Education. Approved.

C. LEAVE OF ABSENCE - The superintendent recommends approval for **Tonya Ransbottom-Luna** leave of absence during the 2016-2017 second semester beginning January 4, 2016; Board approved.

D. SUPPLEMENTAL CONTRACT POSITION(S): Recommend approval of the following supplemental personnel and position(s) is requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Bill Moore	Girls Basketball	-	-	Volunteer
Justin Blackstone	JrHi Boys Basketball	-	-	Volunteer
Jaime Peardon	Var Football Cheer Coach	5	4	(1/5) 281.68

E. CERTIFIED SUBSTITUTE LIST

Request approval of the December, 2016, Certified Substitute List from the Fairfield County Educational Service Center; approved.

F. CLASSIFIED SUBSTITUTE LIST

Approved the December, 2016, Classified Substitute List with the addition of the following name(s):

<u>Name</u>	<u>Address</u>	<u>Classification</u>
* Danyel (Greeler) McAfee	4559 FreMar Rd NE, Lancaster, Oh	Nurse Aide

INFORMATION

- A. POLICY IGDE (PAY-TO-PARTICIPATE)** 2017-2018 fees were discussed.
- B. 2017-2018 SCHOOL CALENDAR** A discussion with teachers regarding the 2017-2018 school calendar will be held.
- C. CCP (COLLEGE CREDIT PLUS)** The superintendent is discussing (on Thursday and next Monday) with local colleges regarding College Credit Plus courses.

EXECUTIVE SESSION: An Executive Session was requested for the purpose of discussing a legal issue.

GO INTO EXECUTIVE SESSION

122-16 Motion by Caryl Caito, seconded by John Hutton, to go into Executive Session at 8:05 p.m. Hutton, yes; Shook, yes; Walter, **absent**; Caito, yes; Hochradel, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION

123-16 Motion by Caryl Caito, seconded by Shaun Hochradel, to Return from Executive Session at 9:33 p.m. Shook, yes; Walter, **absent**; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

ADJOURN

124-16 Motion by John Hutton, seconded by Shawn Shook, to adjourn at 9:33 p.m. Walter, **absent**; Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes. Motion carried.

 President

 Attest