

GARFIELD HEIGHTS BOARD OF EDUCATION  
GARFIELD HEIGHTS, OHIO

RECORD OF PROCEEDINGS  
Minutes – Regular Board Meeting  
November 19, 2018

The Board of Education of the Garfield Heights City School District met special session on Monday, November 19, 2018 at the Garfield Heights Middle School, 12000 Maple Leaf Dr., Garfield Heights, Ohio 44125 at 6:00 p.m. with Mr. Gary Wolske, President of the Board, presiding.

ROLL CALL

Present: Mr. Wolske, Mrs. Kitson, Mrs. Chamberlin, Mr. Dobies, Mr. Juby  
Absent:

**RECOMMEND ADOPTION OF AGENDA AS PRESENTED**

Moved by Mr. Juby, seconded by Mr. Dobies to approve the agenda as adopted.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske  
Nays: None

**MOMENT OF SILENT REFLECTION & PLEDGE OF ALLEGIANCE**

**READING & APPROVAL OF MINUTES**

Moved by Mr. Juby, seconded by Mr. Dobies to approve the minutes from the Regular Board meeting of October 15, 2018.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske  
Nays: None

**BOARD PRESIDENT'S REPORT**

Good evening everyone, welcome to the Middle School. Thank you Mr. Sauer, Mr. Bradford and your staff's for hosting tonight's meeting. It's always a pleasure to hold our monthly meeting in one of the school buildings. It gives us a chance to see firsthand some of the wonderful things that our students, your children are accomplishing. Also, speaking for the entire Board I would like to wish everyone a happy and thankful Thanksgiving. Also, thank negotiating teams on reaching a tentative agreement

**COMMITTEE REPORTS:****Cuyahoga Valley Career Center – Christine A. Kitson**

Mr. Olszewski, Mr. Sluka and myself attended the All Boards Dinner on October 25<sup>th</sup> and toured the new dental assisting lab and the exercise science classroom. Dinner was prepared and served by CVCC culinary students including Taijah Gaines, Tyreona Golden, and June Fertig. Hannah Lundgrer from Garfield Heights was selected as student ambassador for digital design and she sat at our table for dinner. The power equipment technology and the construction trades programs are participating in the service learning project to Support Wreaths across America. Students will place wreaths at Ohio Western National Cemetery on December 15 to honor our veterans. Wreath sponsorships cost \$15.00. [www.wreaths.acrossamerica.org/OH0125P](http://www.wreaths.acrossamerica.org/OH0125P) if anyone would like sponsor a wreath. The 24th annual college night was hosted by CVCC last month and a College Scholarship workshop took place last week.

In addition, I attended OSBA Capital Conference last week. Serving as the OSSA delegate for the District participated in the Annual Business Meeting and voted in favor of the changes to the OSBA legislative platform including:

Supporting legislation that prohibits a township, municipality or county from imposing a Unilateral tax exemption upon school district,

Prohibit the mandating of zero tolerance policies and instead enable discipline of students to be provided on an individual basis,

Supports legislation that provides enhanced mental health services and substance abuse treatment for all students and staff, and increase access to school safety measures. Support legislation that funds these items.

Support legislation that prohibits a charter/community school from all advertising if and while that school is being formally investigated for possible misuse of taxpayer funds

**Student Activities - Joseph Juby**

Fall sports are now complete. Our varsity football team set a school record for victories in a season with 11 and they were the first football team in school history to win a playoff game. Congratulations to Coach Reiland, his staff and the team on an undefeated, record setting season. The football team also had nine individuals earn all district recognition, highlighted by first team all-district members Marlon Jordan, Javion Binns and the district defensive player of the year Donald Willis. Our girls' soccer team earned a team academic all Ohio award based on their team GPA. Congratulations to all of our fall athletes.

Recent purchases include: bowling tournament entrance fees, rental of Caps Fieldhouse, port-a-potty trailer rental, and senior night flowers.

**Legislative Liaison – Gary Wolske**

**City Liaison – Robert A. Dobies Sr.**

**Policy Liaison – Christine A. Kitson & Joan Chamberlin**

## **PRESENTATION**

Mr. Sauer gave an update: “Thanks to all stakeholders for helping the construction project at the middle school get started. There will be upgraded LED lighting throughout the building and ceilings in hallways and common areas. Enrollment is back up over 800 students. Our school improvement focus revolves around student writing this year. The School Market program has distributed 9,853 lbs. of produce in 2 months, thanks to the Greater Cleveland Food Bank. All students this year receive free breakfast and lunch. We have added a salad bar to the daily choices for lunch. The middle school has an ongoing partnership with Sandy Hook Promise, a youth violence prevention program. Teachers are doing a great job supporting the PBIS program, teaching and reinforcing expectations. There are many opportunities for student involvement at the middle school. All students are encouraged to join a club, team, or volunteer for an organization.”

The Learning Center is looking forward to graduating 23 students this school year. The enrollment currently stands at 36 day program high school students, with another 14 9th grade and 18 8th grade students in the academy. We have 13 students in the resource room with another 31 students either working in the afternoon program or home. We also have 22 students working in itinerant instruction.

Mr. Bradford gave the Board an update on The Learning Center. He recognized his teaching staff who were in attendance and gave special recognition to Mary Ann Ryan who is retiring at the end of the school year.

## **RECOGNITIONS/COMMENDATIONS**

### **SUPERINTENDENT’S REPORT**

Thank you, Mr. President. It has been an exciting few weeks in the Garfield Heights City Schools and for this month’s report, I’d like to share a cross section of some of the successful opportunities and activities in which our students and staff have been engaged.

First and foremost, my highest congratulations are in order for Coach Lance Reiland, the entire coaching staff, and the student-athletes of the Varsity Football team. Their season was historic, with their undefeated regular season record of 10 and 0 and winning a playoff game for the first time in school history. They have grit and they have class. Some of the departing seniors will go on to play in college next fall. The team’s efforts were recognized by Mayor Vic Collova and City Council at their October meeting. Again, Congratulations to the players, coaching staff, and families of the Garfield Heights Varsity football team. A special word of gratitude is also extended to the cheerleaders, drill team and marching band for keeping the spirits high for our Bulldogs.

Garfield Heights students continue to engage various segments of our community, and the Board should be aware of such activities. Recently, senior citizens and community members visited the Center for Performing Arts to watch a preview of the Theater Department’s fall play, Check, Please. Thank you to Mr. Benjamin, Mr. Satola and their team for entertaining the community in advance of opening night, once again.

Our 5<sup>th</sup> grade student ambassadors from Elmwood Elementary School were invited to participate in the Veteran’s Day ceremony held at Jennings Home last week. In what has become an annual partnership, these student leaders, along with Jen Huncharek, were given the solemn honor of carrying the flags representing the branches of the Armed Services. During lunch, our Garfield Heights students were given the opportunity to share how important Veterans are to them. Thank you to Jennings Home for your partnership and invitation to this special event.

Last week, a dozen Garfield Heights High School science students planted trees in Garfield Park to help promote an eco-friendly environment. In total, more than 50 trees were planted as part of this event and students used shovels and properly staked trees to withstand cold winter temperatures. The delegation of students was led by veteran High School teacher Mr. Joe Dunbrook.

All Pro Dads has seen some very impressive participation numbers of late, and I want to thank the fathers who have taken time to come to our buildings and involve themselves in their students' academic lives. 94 fathers and 115 students gathered at our recent meetings. Please visit the website for more information on All Pro Dads and how you can attend an upcoming event at your child's elementary school.

Currently, the District's next online parent's survey is available to take regarding our PBIS initiatives, and I strongly encourage our families to participate. These surveys will continue to be a regular opportunity to obtain valuable feedback from our parents on important District topics. Once again, please visit the website for your chance to participate in the PBIS online survey.

Finally, and on behalf of the Garfield Heights City Schools, I wish a Happy Thanksgiving to the Board of Education, the staff, students and families of our District. Be thankful, enjoy some turkey...and as always... GO BULLDOGS!

## **REMARKS FROM THE PUBLIC REGARDING AGENDA ITEMS**

### **REPORTS & RECOMMENDATIONS OF THE TREASURER:**

Moved by Mr. Juby, seconded by Mr. Dobies to approve the financials for October 2018, as presented in Exhibit "A".

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to approve the district's participation in all scheduled property tax advances of all tax revenues collected in the calendar year 2019.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to approve Resolution No. 2018- 27, A Resolution Authorizing the Execution of A Lease Agreement with Eco-Site II, LLC for a Cellular Phone Tower at The Middle High School as presented in Exhibit "B"

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske  
Nays: None

### **RECOMMENDATIONS OF THE BOARD OF EDUCATION:**

Moved by Mrs. Kitson, seconded by Mr. Dobies to appoint Anita Juby as the District's Representative for the rotating position to the CVCC Board for a 1-year period commencing January 1, 2019.

Ayes: Kitson, Dobies, Chamberlin, Juby, Wolske  
Nays: None

### **RECOMMENDATIONS OF THE SUPERINTENDENT TO THE BOARD:**

#### **PERSONNEL:**

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the Employee Leaves as presented in Exhibit "C".

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to accept the resignation of Lisa Gibbons, Tutor at Elmwood effective November 1, 2018.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to terminate the probationary contract for Donte Smith, Building Assistant at Elmwood for failure to show up for his first day of work on October 17, 2018.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to terminate the probationary contract for Aqtikua Henderson, Bus Aide, effective at the end of the day on October 17, 2018 due to lack of educational verification.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to terminate the probationary contract for Layla Taye, Bus Aide, effective November 9, 2018.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to accept the resignation of Willie Ocacio, Building Assistant at Maple Leaf, effective November 14, 2018.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to accept the supplemental resignation for Timothy Cohn, Noon Intramural Supervisor (second semester) effective December 22, 2018.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the transfer of assignment for Michael McQueen, Building Assistant (1B) at Elmwood to Qualified position of Intervention Manager at Elmwood at B/Lvl 2, Experience 0 effective November 20, 2018.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the following classified transfer/change of assignments for the 2018-2019 school year as follows:

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>	<u>Step</u>
Angelica Weaver (eff: 10/29/18)	Bldg. Asst. (1B) - WF	Instructional Asst. (2B) - WF	5
Valerie Gerber (eff: 10/31/18)	Café Manager (4C)	Café Manager/Breakfast (4C)-HS	13
Sheena Moore (eff: 11/12/18)	PT Vehicle Driver (3E)	Bus Driver (4E)	0
Clarence Mondie (eff: 11/12/18)	Bus Aide (1E)	PT Vehicle Driver (3E)	0

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve additional hours for Bernetta Glazer, Building Assistant (1B) at Elmwood from 3 hours per day to 6 hours per day effective October 29, 2018.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the Academic Supplemental Positions as presented below:

Matt Mihalyov – Mentor

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the classified contract(s) for the 2018-2019 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Exp.</u>
Vicky Stevens (eff: 10/29/18)	Bus Aide (1E) - Garage	4	0
Jolanta Dziubek (eff: 10/29/18)	Housekeeper (1D) - WF	6	0
Clarence Mondie (eff: 10/29/18)	Bus Aide (1E) - Garage	4	0
Branson Reynolds (eff: 10/29/18)	Housekeeper (1D) - EW	6	0
Andrzej Wegrzyn (eff: 10/30/18)	Housekeeper (1D) - ML	6	0
Rachel Frankenbery (eff: 10/31/18)	General Cafeteria (1C) - MS	6	0
Kenneth Bell (eff: 11/1/18)	Bus Driver (4E) - Garage	4	1
Jaileen Cartagena (eff: 11/1/18)	General Cafeteria (1C) - WF	6	0

DeJaneiro O'Neal (eff: 11/7/18)	Housekeeper (1D) - HS	6	0
Patricia Evans (eff: 11/7/18)	Bus Aide (1E) - Garage	4	0
Timothy Perry (eff: 11/12/18)	Housekeeper (1D) – MS	6	0
Elaine Scott (eff: 11/26/18)	Bus Aide (1E) - Garage	4	5
Carmen Gilberry (eff: 12/3/18)	Bus Aide (1E) – Garage	4	0

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the Athletic Supplemental Positions as presented below:

Basketball:

William Johnson - Head Coach – Boys  
Decarlo Mealing - Assistant (FR) – Boys  
Jamison Hultine - Head Coach – Girls  
Brittany Maddox - Varsity Assistant – Girls  
William Ritter - Head Coach – Boys Grade 8  
David Schillero - Head Coach – Girls Grade 8  
Jana Jenkins - Head Coach – Girls Grade 7

Wrestling:

Zach Noernberg - Head Coach  
George Hasenohrl - Assistant Coach  
Ken Cardaman - Assistant Coach  
Michael Galaska - Head Coach Middle School  
C. Brad Farmer - Assistant Coach Middle School  
Michael Turovsky - Little Bulldogs

Cheerleading Supervisor (Winter):

Sherri Williams - Head Coach  
Tania Martin - Assistant

Bowling:

Len Kaliszewski - Head Coach (Boys)

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays: None

**POLICY:**

Moved by Mrs. Chamberlin, seconded by Mr. Juby to approve the second reading of the proposed board policies as presented in Exhibit “D”.

Ayes: Chamberlin, Juby, Dobies, Kitson, Wolske  
Nays: None

**CONTRACTS:****RENTALS & FACILITY USAGES:****MISCELLANEOUS:**

Moved by Mr. Juby, seconded by Mrs. Kitson to adopt the Garfield Heights City Schools Student/Parent Handbook for 2018- 2019, as presented in Exhibit "E".

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske

Nays: None

**REMARKS FROM THE PUBLIC REGARDING MISCELLANEOUS SCHOOL ITEMS**

Terese LePelley addressed the Board with the following: "Over the years, as I have listened to our teachers talk about all that they are involved in both inside and outside of school, I have been amazed. We are an extremely diverse group with so many interests and abilities. We have singers and scientists, dancers and mathematicians, culinary experts and bikers, - and the travelers! There are so many places our teachers have visited or dream to visit.

Our Teachers make miracles every day. They use these diverse interests and abilities to teach and guide our students towards previously unimaginable goals. Our teachers come in early and stay late; they realize the value of being prepared for our kids. They spend untold amounts of their own money to buy supplies for our kids and their classrooms.

Our teachers volunteer in the Garfield Heights community and their own communities. After school, you may see them at the Garfield Library, attending meetings at the historical society, city council, chamber of commerce, or ward meetings. They volunteer at town events such as Empty Bowl Project, School Market, Black Walnut Fest, and Summer Fest. Within their own towns, we have board members, book club members, and various untold committee and club members.

Within the buildings, our teachers volunteer for committees to keep our students safe, supply treats, help our students manage their behavior, collect canned goods, and plan celebrations and events for the students.

Our teachers are life long learners, leaders in their profession, advocates for our kids and others. They further themselves personally and professionally. They give of themselves to our students, our town, and their own.

Our teachers do so much that I could never even begin to name all that they do and accomplish. Mostly because they do it without recognition. Which led me to think about humility. I found the following quote from Gordon Hinckley: **Being humble means recognizing that we are not on earth to see how important we can become, but to see how much difference we can make in the lives of others. This is our teachers: making a difference in the lives of others every day.**"



Joanne Wright addressed the Board with the following: “Reiko Carey has completely blown me away with the level of skill her choir has. The work she dedicates to these kids is incredible and it shows through their incredible voices. I've had the privilege to see firsthand her tirelessly teaching these kids choreography, while ensuring they are still hitting their notes perfectly. The relationships she has built with each and every student shines throughout these sessions. It creates such a positive and engaging learning environment! Hearing this choir brings tears to my eyes every time. These kids are amazing and so so talented, and it has a lot to do with Ms. Carey helping them find their voice. I am so thankful that there is a documentary including the Garfield Heights show choir, aka music express, due to the efforts of Ms. Carey and Mr. Pernod. Garfield Heights is one of four schools in all of Ohio, chosen to be featured in this documentary due to their undeniable talent and success. Ms. Carey, thank you so so much for your dedication to our students!”

Nicole Thomas addressed the Board with the following: I would just like to say that I am so proud to be a teacher and I'm proud to work with some of the finest people I've ever known. Today, I want to share with you about a fairly new teacher, only in her 2nd year are Garfield Heights: Joanne Wright. She has large energetic classes of students who she works very hard to help them find their love for art. In the art room, Miss Wright strives to create playfully relevant lessons for her students. From designing lessons around her students' interest in anime to creating stop animation films, her students get to explore so many different mediums and concepts. Miss Wright also believes that it is her mission to raise awareness about mental health, as it is so common and relevant to these formative middle school years. By tying in Harry Potter and others socially transformative artists, She teaches students about coping mechanisms, therapeutic resources, and artistic outlets that help students cope with any type of mental discomfort they may be experiencing. Miss Wright also pulled off an end-of-the-year art show last year that had students and parents eagerly searching the artworks for clues that eventually lead to a prize to whomever finished first! This community event was truly a celebration of the arts and our creative students here at GHMS. Thank you Miss Wright for your dedication to our students.

Ms. Cierra Head addressed the Board as a parent of a William Foster Kindergartner with her concerns about the kindergarten class sizes and getting them more help.

Ms. Donna Hickman thanked the Garfield Heights school system and its teachers for their awesome work.

Ms. Nicole Pride acknowledged the marching band stating that she could hear them practicing where she lived and suggested that they have a march down Turney road to show off for the community and merchants.

#### **ANNOUNCEMENT OF NEXT BOARD MEETINGS**

Board of Education Regular Meeting – 6:00 P.M.  
 December 17, 2018  
 Board of Education Offices  
 5640 Briarcliff Dr.  
 Garfield Heights, Ohio 44125

#### **EXECUTIVE SESSION**

Moved by Mr. Juby, seconded by Mr. Dobies enter into Executive Session 7:10 p.m. to discuss negotiations.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske

Nays: None


Adjourn from Executive Session at 8:30 p.m.

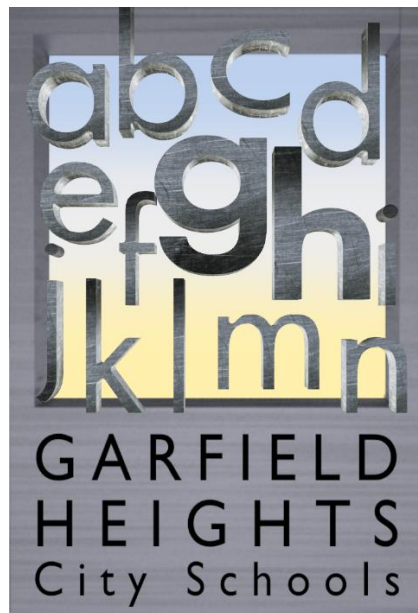
Moved by Mr. Juby, seconded by Mrs. Chamberlin adjourn at 8:31 p.m.

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske

Nays: None

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Treasurer



# **Financial Report**

## **October 31, 2018**

**Garfield Heights City Schools**



**Forecast Comparison - General Operating Fund - October 2018**



	October 2018 FCST Estimate	October 2018 Actuals	October 2017 Actuals	Variance-Month 2018 Actuals to Estimate	Explanation of Material Variance (Greater than 5%)
<b>Revenue:</b>					
1.010 - General Property Tax (Real Estate)	\$ -	\$ -	\$ -	\$ -	
1.020 - Public Utility Property Tax	\$ -	\$ -	\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 1,965,000	\$ 1,992,029	\$ 2,291,273	\$ 27,029	
1.040 - Restricted Grants-in-Aid	\$ 65,000	\$ 65,766	\$ 77,152	\$ 766	
1.050 - Property Tax Allocation	\$ -	\$ 47	\$ 1,341,841	\$ 47	
1.060 - All Other Operating Revenues	\$ 203,000	\$ 209,965	\$ 202,950	\$ 6,965	\$187,188 TIF payment from City
<b>1.070 - Total Revenue</b>	\$ 2,233,000	\$ 2,267,807	\$ 3,913,216	\$ 34,807	
<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	\$ 2,233,000	\$ 2,267,807	\$ 3,913,216	\$ 34,807	
<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 1,896,000	\$ 1,878,669	\$ 1,870,309	\$ 17,331	
3.020 - Employees' Retirement/Insurance Benefits	\$ 760,000	\$ 758,133	\$ 761,174	\$ 1,867	
3.030 - Purchased Services	\$ 756,000	\$ 589,983	\$ 636,893	\$ 166,017	Utility payments were not incurred due to timing
3.040 - Supplies and Materials	\$ 67,500	\$ 114,594	\$ 50,327	\$ (47,094)	Incurred major software license renewal costs
3.050 - Capital Outlay	\$ -	\$ 87,887	\$ 3,549	\$ (87,887)	Computer purchases
4.055 - Debt Service Other	\$ -	\$ -	\$ 133,514	\$ -	
4.300 - Other Objects	\$ 19,700	\$ 6,826	\$ 19,287	\$ 12,874	
<b>4.500 - Total Expenditures</b>	\$ 3,499,200	\$ 3,436,092	\$ 3,475,053	\$ 63,108	
<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	\$ 3,499,200	\$ 3,436,092	\$ 3,475,053	\$ 63,108	
<b>Surplus/(Deficit) for Month</b>	\$ (1,266,200)	\$ (1,168,285)	\$ 438,163	\$ 97,915	

**Garfield Heights City Schools**



**Forecast Comparison - General Operating Fund - July to June 2019**



	FYTD 19 FCST Estimate	FYTD 19 Actuals	FYTD 18 Actuals	Variance- Current FYTD Actual to FCST Estimate	Explanation of Material Variance than 5%	(Greater
<b>Revenue:</b>						
1.010 - General Property Tax (Real Estate)	\$ 6,813,700	\$ 6,813,732	\$ 6,879,764	\$ 32		
1.020 - Public Utility Property Tax	\$ 406,000	\$ 406,050	\$ 385,498	\$ 50		
1.035 - Unrestricted Grants-in-Aid	\$ 8,035,000	\$ 8,068,755	\$ 7,812,382	\$ 33,755		
1.040 - Restricted Grants-in-Aid	\$ 263,500	\$ 265,507	\$ 385,542	\$ 2,007		
1.050 - Property Tax Allocation	\$ 1,282,600	\$ 1,282,669	\$ 1,341,841	\$ 69		
1.060 - All Other Operating Revenues	\$ 449,200	\$ 461,558	\$ 557,576	\$ 12,358		
<b>1.070 - Total Revenue</b>	<b>\$ 17,250,000</b>	<b>\$ 17,298,271</b>	<b>\$ 17,362,603</b>	<b>\$ 48,271</b>		
<b>Other Financing Sources:</b>						
2.050 - Advances In	\$ 328,324	\$ 328,324	\$ 170,312	\$ -		
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -		
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 17,578,324</b>	<b>\$ 17,626,595</b>	<b>\$ 17,532,915</b>	<b>\$ 48,271</b>		
<b>Expenditures:</b>						
3.010 - Personnel Services	\$ 8,319,000	\$ 8,270,030	\$ 8,147,650	\$ 48,970		
3.020 - Employees' Retirement/Insurance Benefits	\$ 3,071,000	\$ 3,118,117	\$ 2,883,456	\$ (47,117)		
3.030 - Purchased Services	\$ 2,764,000	\$ 2,596,923	\$ 2,917,561	\$ 167,077		
3.040 - Supplies and Materials	\$ 534,500	\$ 580,468	\$ 401,943	\$ (45,968)		
3.050 - Capital Outlay	\$ 83,500	\$ 220,890	\$ 356,288	\$ (137,390)	Computer purchases	
4.055 - Debt Service Other	\$ -	\$ -	\$ 133,514	\$ -		
4.300 - Other Objects	\$ 310,200	\$ 294,119	\$ 256,591	\$ 16,081		
<b>4.500 - Total Expenditures</b>	<b>\$ 15,082,200</b>	<b>\$ 15,080,547</b>	<b>\$ 15,097,003</b>	<b>\$ 1,653</b>		
<b>Other Financing Uses:</b>						
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -		
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -		
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 15,082,200</b>	<b>\$ 15,080,547</b>	<b>\$ 15,097,003</b>	<b>\$ 1,653</b>		
<b>Surplus/(Deficit) FYTD</b>	<b>\$ 2,496,124</b>	<b>\$ 2,546,048</b>	<b>\$ 2,435,912</b>	<b>\$ 49,924</b>		

## Garfield Heights City Schools



### Revenue Analysis Report - General Operating Fund Only - FY19



2018-2019	Local Revenue				Federal	State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	Other Local		Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property								
July	3,943,000	-	9,207	23,494	-	1,960,093	-	66,591	-	6,002,385
August	2,870,732	406,050	5,255	174,462		2,055,203		66,576	328,324	5,906,602
September			9,958	29,218		2,061,429	1,282,622	66,574		3,449,801
October	-	-	-	209,965		1,992,029	47	65,766	-	2,267,807
November										
December										
January										
February										
March										
April										
May										
June										
<b>Totals</b>	<b>\$6,813,732</b>	<b>\$406,050</b>	<b>\$24,420</b>	<b>\$437,139</b>	<b>\$0</b>	<b>\$8,068,754</b>	<b>\$1,282,669</b>	<b>\$265,507</b>	<b>\$328,324</b>	<b>\$17,626,595</b>
<b>% of Total</b>	<b>38.66%</b>	<b>2.30%</b>	<b>0.14%</b>	<b>2.48%</b>	<b>0.00%</b>	<b>45.78%</b>	<b>7.28%</b>	<b>1.51%</b>	<b>1.86%</b>	

\*Non-Operating Revenue includes advances in, and refund of prior year expenditures.

## Garfield Heights City Schools



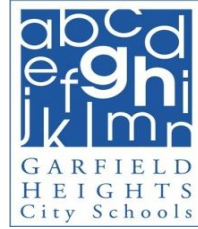
### Expenditure Analysis Report - General Operating Fund - FY19



2018-2019	Salaries	Benefits	Services	Supplies	Equipment	Other	Non-Operating*	Total Expenses
July	1,892,516	739,928	802,621	211,502	-	82,960	-	3,729,527
August	2,658,098	808,108	605,201	184,747	8,422	198,494	-	4,463,070
September	1,840,747	811,948	599,118	69,625	124,581	5,850	-	3,451,869
October	1,878,669	758,133	589,983	114,594	87,887	6,826	-	3,436,092
November								-
December								-
January								-
February								-
March								-
April								-
May								-
June								-
<b>TOTALS</b>	<b>\$8,270,030</b>	<b>\$3,118,117</b>	<b>\$2,596,923</b>	<b>\$580,468</b>	<b>\$220,890</b>	<b>\$294,130</b>	<b>\$0</b>	<b>\$15,080,558</b>
<b>% of Total</b>	<b>54.84%</b>	<b>20.68%</b>	<b>17.22%</b>	<b>3.85%</b>	<b>1.46%</b>	<b>1.95%</b>	<b>0.00%</b>	

*\*Non-Operating expenses include advances and transfers out.*

# Garfield Heights City Schools



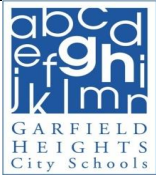
October 31, 2018

FINSUMM Financial Summary

Fund	Fund Name	Beginning Balance 7/1/2018	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$1,078,458.00	\$2,267,807.00	\$17,626,595.00	\$3,436,092.00	\$15,080,549.00	\$3,624,504.00	\$2,527,029.00	\$1,097,475.00
002	Bond Retirement	\$3,283,865.00	\$0.00	\$1,938,546.00	\$29,750.00	\$173,214.00	\$5,049,197.00	\$0.00	5,049,197.00
003	Permanent Improvement	\$186,224.00	\$0.00	\$71,074.00	\$1,739.00	\$46,997.00	\$210,301.00	\$508,740.00	(298,439.00)
004	Building Fund	\$103,558.00	\$2,725.00	\$10,900.00	\$0.00	\$26,025.00	\$88,433.00	\$1,351,807.00	(1,263,374.00)
006	Food Service	\$1,458,612.00	\$336,754.00	\$367,386.00	\$98,073.00	\$462,526.00	\$1,363,472.00	\$575,269.00	788,203.00
007	Special Trust	\$25,001.00	\$250.00	\$750.00	\$500.00	\$9,712.00	\$16,039.00	\$6,650.00	9,389.00
008	Endowment Trust	\$100,665.00	\$194.00	\$726.00	\$0.00	\$0.00	\$101,391.00	\$0.00	101,391.00
009	Uniform Supplies	(\$7.00)	\$893.00	\$4,320.00	\$29,928.00	\$34,867.00	(\$30,554.00)	\$22,481.00	(53,035.00)
014	Rotary - Internal Services	\$75,364.00	\$1,895.00	\$2,107.00	\$0.00	\$0.00	\$77,471.00	\$3,805.00	73,666.00
018	Public School Support	\$6,311.00	\$3,825.00	\$6,272.00	\$3,732.00	\$7,739.00	\$4,844.00	\$10,462.00	(5,618.00)
019	Other Grants	\$55,897.00	\$0.00	\$2,050.00	\$21,702.00	\$120,073.00	(\$62,126.00)	\$14,149.00	(76,275.00)
022	District Agency	\$22,184.00	\$260.00	\$260.00	\$0.00	\$0.00	\$22,444.00	\$0.00	22,444.00
024	Employee Benefits Self Insurance	\$186,407.00	\$0.00	\$0.00	\$40,287.00	(\$119,030.00)	\$305,437.00	\$399,176.00	(93,739.00)
034	Classroom Facilities Maintenance	\$768,054.00	\$0.00	\$104,111.00	\$12,252.00	\$49,356.00	\$822,809.00	\$1,009,710.00	(186,901.00)
200	Student Managed Funds	\$10,151.00	\$2,696.00	\$18,868.00	\$7,455.00	\$9,110.00	\$19,909.00	\$8,114.00	11,795.00
300	District Managed Funds	\$11,040.00	\$13,540.00	\$28,018.00	\$30,137.00	\$89,362.00	(\$50,304.00)	\$38,361.00	(88,665.00)
401	Auxiliary Services	\$104,443.00	\$16,113.00	\$179,283.00	\$36,135.00	\$165,689.00	\$118,037.00	\$277,766.00	(159,729.00)
439	Public School Preschool	(\$1.00)	\$14,608.00	\$26,380.00	\$6,792.00	\$67,394.00	(\$41,015.00)	\$7.00	(41,022.00)
440	Entry Year Programs	\$183.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00	\$0.00	183.00
451	OneNet (Data Communication)	\$9,083.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$13,583.00	\$0.00	13,583.00
452	Schoolnet Professional Development	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00	\$0.00	9.00
461	Vocational Education Enhancements	\$3,199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,199.00	\$0.00	3,199.00
463	Alternative Schools	\$334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$334.00	\$0.00	334.00
499	Miscellaneous State Grants	\$992.00	\$19,702.00	\$21,798.00	\$7,200.00	\$7,200.00	\$15,590.00	\$7,200.00	8,390.00
506	Race to the Top	\$604.00	\$0.00	\$0.00	\$0.00	\$0.00	\$604.00	\$0.00	604.00
516	IDEA-B	\$146.00	\$119,477.00	\$193,947.00	\$77,049.00	\$556,764.00	(\$362,671.00)	\$453,447.00	(816,118.00)
533	Title IID Technology	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76.00	\$0.00	76.00
536	Title I - School Improvement Part A	\$93.00	\$0.00	\$74,618.00	\$0.00	\$88,509.00	(\$13,798.00)	\$817.00	(14,615.00)
572	Title I - Disadvantaged Children	(\$549,843.00)	\$0.00	\$461,008.00	\$76,645.00	\$410,674.00	(\$499,509.00)	\$192,122.00	(691,631.00)
573	Title V	\$2,074.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,074.00	\$34.00	2,040.00
584	Drug Free School	\$7,777.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,777.00	\$0.00	7,777.00
587	Preschool Handicap	\$0.00	\$950.00	\$950.00	\$2,062.00	\$6,034.00	(\$5,084.00)	\$0.00	(5,084.00)
590	Title II-A - Improving Teacher Quality	\$40.00	\$18,453.00	\$18,453.00	\$13,708.00	\$71,333.00	(\$52,840.00)	\$28,535.00	(81,375.00)
599	Miscellaneous Federal Grants	\$3,378.00	\$0.00	\$8,047.00	\$3,820.00	\$11,453.00	(\$28.00)	\$5,671.00	(5,699.00)
	<b>Grand Totals (ALL Funds)</b>	<b>\$6,954,371.00</b>	<b>\$2,824,642.00</b>	<b>\$21,170,967.00</b>	<b>\$3,935,058.00</b>	<b>\$17,375,550.00</b>	<b>\$10,749,788.00</b>	<b>\$7,441,352.00</b>	<b>\$3,308,436.00</b>



**Garfield Heights City Schools**

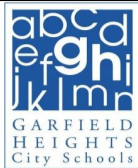


**Record of Advances for 2018/2019**



INITIAL ADVANCE INFORMATION						ADVANCE RETURN	
Date Approved	Board Resolution	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
7/18/2018	2018-20	001	019-916A	Students of Promise	\$53,524.00	8/31/2018	\$53,524.00
7/18/2018	2018-20	001	439-9018	Public School Preschool	\$33,800.00	8/31/2018	\$33,800.00
7/18/2018	2018-20	001	516-9018	Title VI-B	\$140,000.00	8/31/2018	\$140,000.00
7/18/2018	2018-20	001	536-918I	Tilte I Sub A	\$76,800.00	8/31/2018	\$76,800.00
7/18/2018	2018-20	001	587-9018	Preschool Handicap	\$3,000.00	8/31/2018	\$3,000.00
7/18/2018	2018-20	001	590-9018	Title II-A	\$21,200.00	8/31/2018	\$21,200.00
<b>TOTAL Advances for 2017-2018</b>					<b>\$328,324.00</b>		<b>\$328,324.00</b>
<b>Advances Outstanding</b>							<b>\$0.00</b>

**Garfield Heights City Schools**

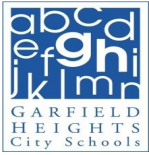


**Approved Grant Funds for 2018/2019**



This report is a listing of all grant funds authorized and received throughout the 2018/2019 fiscal year.

<b>Fund</b>	<b>Description</b>	<b>Authorized Amount</b>	<b>Non-Public Authorized Amount</b>	<b>Monthly Amount Received</b>	<b>Amount Received Project-To-Date</b>
	<b><u>State Grants</u></b>				
439/9019	Public School Preschool	\$80,000.00	\$0.00	\$14,608.00	\$0.00
451/9019	Data Communications	\$0.00	\$0.00	\$4,500.00	\$4,500.00
	<b><u>Auxiliary Services</u></b>				
401/9019	Trinity	\$0.00	\$0.00	\$0.00	\$0.00
401/9619	St. Benedict	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total State Funds</b>	\$80,000.00	\$0.00	\$19,108.00	\$4,500.00
	<b><u>Federal Grants</u></b>				
516/9019	IDEA-B Special Education	\$1,007,792.00	\$0.00	\$119,477.00	\$0.00
536/9191	Title I School Improvement Part A	\$0.00	\$0.00	\$0.00	\$0.00
572/9019	Title I	\$1,499,129.00	\$0.00	\$0.00	\$0.00
587/9019	Preschool Special Education	\$17,767.00	\$0.00	\$950.00	\$0.00
590/9019	Title II-A Improving Teacher Quality	\$214,832.00	\$0.00	\$18,453.00	\$0.00
599/9019	Title IV-A Student Supp/Academic Enrich	\$116,966.00	\$0.00	\$8,047.00	\$8,047.00
	<b>Total Federal Funds</b>	\$2,856,486.00	\$0.00	\$146,927.00	\$8,047.00



**Cash Reconciliation**



**October 31, 2018**

**FINSUM Balance** **\$10,749,788.00**

**Bank Balance:**

Key Bnk - Property Tax/Foundation Receipts	\$ 767,159.00	
PNC - General	\$ 89,132.00	
JP MorganChase - Payroll	\$ (2,266.00)	
		\$ 854,025.00

**Investments:**

STAR Ohio	7,529,478.00	
Red Tree	2,302,553.00	
PNC-Sweep	4,065.00	
Citizens-Sweep	<u>112,847.00</u>	
		\$ 9,948,943.00

**Change Fund:**

HS School Store	50.00	
HS Library	50.00	
High School Athletics	1,050.00	
		\$ 1,150.00

Less: Outstanding Checks-PNC Bank (General Fund) (54,330.00)

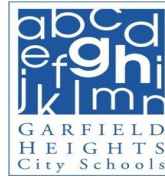
Adjustments	0.00
In Transits	0.00

**Bank Balance** **\$ 10,749,788.00**

**Unreconcilable Difference** **\$ -**

## Garfield Heights City Schools

**August 31, 2018**



**Appropriation Summary**

Fund	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001 General Fund	\$45,331,655.00	\$514,032.00	\$45,845,687.00	\$15,080,549.00	\$3,436,092.00	\$2,527,029.00	28,238,109.00	38.41%
002 Bond Retirement	\$4,581,640.00	\$0.00	4,581,640.00	\$173,214.00	\$29,750.00	\$0.00	4,408,426.00	3.78%
003 Permanent Improvement	\$260,507.00	\$0.00	260,507.00	\$46,997.00	\$1,739.00	\$508,740.00	(295,230.00)	213.33%
004 Building Fund	\$26,100.00	\$0.00	26,100.00	\$26,025.00	\$0.00	\$1,351,807.00	(1,351,732.00)	0.00%
006 Food Service	\$2,105,000.00	\$16,886.00	2,121,886.00	\$462,526.00	\$98,073.00	\$575,269.00	1,084,091.00	48.91%
007 Special Trust	\$15,000.00	\$19,150.00	34,150.00	\$9,712.00	\$500.00	\$6,650.00	17,788.00	47.91%
008 Edowment Trust	\$500.00	\$500.00	1,000.00	\$0.00	\$0.00	\$0.00	1,000.00	0.00%
009 Uniform Supplies	\$60,000.00	\$3,369.00	63,369.00	\$34,867.00	\$29,928.00	\$22,481.00	6,021.00	90.50%
014 Rotary - Internal Services	\$66,000.00	\$0.00	66,000.00	\$0.00	\$0.00	\$3,805.00	62,195.00	5.77%
018 Public School Support	\$24,500.00	\$3,500.00	28,000.00	\$7,739.00	\$3,732.00	\$10,462.00	9,799.00	65.00%
019 Other Grants	\$264,324.00	\$188.00	264,512.00	\$120,073.00	\$21,702.00	\$14,149.00	130,290.00	50.74%
022 District Agency	\$23,000.00	\$8,408.00	31,408.00	\$0.00	\$0.00	\$0.00	31,408.00	0.00%
024 Employee Benefits	\$400,000.00	\$138,769.00	538,769.00	(\$119,030.00)	\$40,287.00	\$399,176.00	258,623.00	0.00%
034 Classroom Facilities Maintenance	\$625,200.00	\$0.00	625,200.00	\$49,356.00	\$12,252.00	\$1,009,710.00	(433,866.00)	0.00%
200 Student Managed Funds	\$57,000.00	\$619.00	57,619.00	\$9,110.00	\$7,455.00	\$8,114.00	40,395.00	29.89%
300 District Managed Funds	\$222,050.00	\$276.00	222,326.00	\$89,362.00	\$30,137.00	\$38,361.00	94,603.00	57.45%
401 Auxiliary Services	\$524,499.00	\$78,247.00	602,746.00	\$165,689.00	\$36,135.00	\$277,766.00	159,291.00	73.57%
439 Public School Preschool	\$115,190.00	\$7.00	115,197.00	\$67,394.00	\$6,792.00	\$7.00	47,796.00	58.51%
451 OneNet (Data Communication)	\$18,000.00	\$0.00	18,000.00	\$0.00	\$0.00	\$0.00	18,000.00	0.00%
499 Miscellaneous State Grants	\$0.00	\$0.00	0.00	\$7,200.00	\$7,200.00	\$7,200.00	(14,400.00)	#DIV/0!
516 IDEA-B	\$1,190,517.00	\$19,989.00	1,210,506.00	\$556,764.00	\$77,049.00	\$453,447.00	200,295.00	83.45%
536 Title I - School Improvement Part A	\$106,629.00	\$33,334.00	139,963.00	\$88,509.00	\$0.00	\$817.00	50,637.00	63.82%
572 Title I - Disadvantaged Children	\$1,853,191.00	\$84,292.00	1,937,483.00	\$410,674.00	\$76,645.00	\$192,122.00	1,334,687.00	31.11%
587 Preschool Handicap	\$37,685.00	\$0.00	37,685.00	\$6,034.00	\$2,062.00	\$0.00	31,651.00	16.01%
590 Title II-A - Improving Teacher Quality	\$261,864.00	\$3,194.00	265,058.00	\$71,333.00	\$13,708.00	\$28,535.00	165,190.00	37.68%
599 Miscellaneous Federal Grants	\$0.00	\$5,000.00	5,000.00	\$11,453.00	\$3,820.00	\$5,671.00	(12,124.00)	342.48%
<b>Totals</b>	<b>\$58,170,051.00</b>	<b>\$929,760.00</b>	<b>\$59,099,811.00</b>	<b>\$17,375,550.00</b>	<b>\$3,935,058.00</b>	<b>\$7,441,318.00</b>	<b>\$34,282,943.00</b>	<b>41.99%</b>

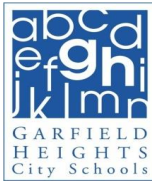
**Garfield Heights City Schools**



**Check Register for Checks > \$4,999.99  
October 2018**



<b>Vendor</b>	<b>Amount</b>	<b>Fund</b>	<b>Description</b>
CDW Government	\$ 106,641.00	001	Computer Purchases
Descon	\$ 7,495.00	006	BIC Signage for food carts
Educational Service Center	\$ 38,791.00	516	OOD Tuition
Houghton Mifflin Harcourt	\$ 6,725.00	001	Licence renewals
Jarrett Publishing	\$ 7,692.00	009	Ohio American Govt Workbooks
Ohio State University	\$ 6,334.00	001	VMWare Server renewal
Premier Printing & Promotions	\$ 11,208.00	001	Various Office Supplies
Prestwick House, Inc.	\$ 7,465.00	009	High School Books
Sweetwater Sound, Inc.	\$ 6,893.00	034	Replace district microphones
Universal Oil	\$ 7,767.00	001	Diesel Gas
Blackboard Connect	\$ 7,400.00	001	Connection Services
PNC Bank	\$ 8,472.00	Various	Various credit card services
Rock, April Kay	\$ 15,500.00	300	Music Express Uniforms
Suburban Health Consortium	\$ 470,105.00	024	Employee Health Care for June
Ohio Bureau of Workers Comp	\$ 14,715.00	Various	Workers Comp Payments
Squire Patton Boggs	\$ 29,750.00	002	Lease Purchase Legal Fees
Spanish First Class	\$ 22,945.00	401	Spanish Teacher for Trinity HS
Steve Sports	\$ 9,708.00	001	OAPSE Shirts/Coats
Educational Service Center	\$ 5,646.00	001	OOD Tuition
Fisher & Phillips, LLP	\$ 11,902.00	001	Legal Fees
Malleys Chocolates	\$ 5,544.00	200	Class Fundraiser
Steve Sports	\$ 5,054.00	Various	Gym/Athletic shirts
City of Cleveland	\$ 6,892.00	001	Water Monthly Billings
Edmentum	\$ 8,350.00	001	Fixed Form Assessments HS
G & G Inc	\$ 6,707.00	401	Student Computers St. Benedict
HPS-LLC	\$ 13,928.00	006	Food Purchases
Kidslink Neurobehavior	\$ 19,200.00	516	OOD Tuition
Re-Ed Access	\$ 11,615.00	516	OOD Tuition
Educational Service Center	\$ 90,037.00	001	Personnel Costs
Ivory Educational	\$ 5,000.00	019	Students of Promise Advisor Fee
JP Morgan Chase	\$ 1,025,991.00	Various	October #1 Payroll
JP Morgan Chase	\$ 1,007,177.00	Various	October #2 Payroll



**Investment Report  
October 31, 2018**



<u>FINANCIAL INSTITUTION</u>	<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>MARKET VALUE</u>	<u>YIELD RATE</u>	<u>MATURITY DATE</u>
Citizens Bank	Public Super NOW	\$ 6,880.62	\$ 6,880.62	0.00	N/A
Citizens Bank	Municipal Money Market	\$ 105,966.70	\$ 105,966.70	0.00	N/A
PNC Bank	Business Perf Money Market	\$ 4,064.65	\$ 4,064.65	1.09	N/A
Red Tree Investment	Money Mkt Fund	\$ 3,305.51	\$ 3,305.81	2.07	N/A
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 89,357.49	1.30	24-May-19
Red Tree Investment	Agency Note	\$ 94,672.25	\$ 93,824.18	1.00	19-Jul-19
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 87,567.66	1.42	27-Jul-20
Red Tree Investment	Agency Note	\$ 100,000.00	\$ 97,490.90	1.50	28-Aug-20
Red Tree Investment	U.S. Treasury Bill	\$ 227,305.83	\$ 227,313.83	2.42	25-Apr-19
Red Tree Investment	Certificate of Deposit	\$ 99,700.00	\$ 98,537.50	2.07	13-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 109,890.00	\$ 108,021.98	2.27	28-Oct-15
Red Tree Investment	Certificate of Deposit	\$ 75,000.00	\$ 72,105.75	1.76	17-Jun-21
Red Tree Investment	U.S. Agency Note	\$ 229,902.95	\$ 229,916.51	2.17	27-Nov-18
Red Tree Investment	Commercial Paper	\$ 292,691.87	\$ 294,528.00	2.31	27-Nov-18
Red Tree Investment	Commercial Paper	\$ 178,176.00	\$ 179,701.20	2.42	28-Nov-18
Red Tree Investment	Commercial Paper	\$ 297,651.50	\$ 299,463.00	2.33	30-Nov-18
Red Tree Investment	Commercial Paper	\$ 118,562.67	\$ 119,305.20	2.48	22-Jan-19
Red Tree Investment	Commercial Paper	\$ 295,695.00	\$ 297,459.00	2.50	25-Feb-19
Red Tree Investment	Accrued Interest	\$ -	\$ 1,341.97		
STAROhio	State Pool	\$ 7,529,477.74	\$ 7,529,477.74	2.26	N/A

**Total Investment Amount**

<b>\$ 9,948,943.29</b>	<b>\$ 9,945,629.69</b>
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**October 2019  
Interest**

**FYTD 2019  
Interest**

General Fund	\$ 15,783.00	\$ 40,203.06
Food Service	2,054.00	\$ 8,953.48
Auxiliary Services-Trinity	95.00	\$ 356.54
Auxiliary Services-St. Benedict	234.00	\$ 877.82
Blaugrund Scholarship	194.00	\$ 725.83
	<b>\$ 18,360.00</b>	<b>\$ 51,116.73</b>

## Garfield Heights City Schools



### Legal Fees Analysis Report - FY19



	General	Board of Revision	GHTA	OAPSE	Personnel	Cell Tower	Lighting Energy Project	Lease-Purchase Legal	Totals
July	\$1,423	\$271	\$15,252	\$31	\$1,333				\$18,310
August	\$6,045	\$4,320	\$7,192	\$155	\$8,487	\$547	\$858		\$27,604
September	\$2,511	\$31	\$5,518		\$4,850				\$12,910
October	\$2,108	\$3,751	\$4,402		\$2,132			\$29,750	\$42,143
November									\$0
December									\$0
January									\$0
February									\$0
March									\$0
April									\$0
May									\$0
June									\$0
<b>TOTALS</b>	<b>\$12,087</b>	<b>\$8,373</b>	<b>\$32,364</b>	<b>\$186</b>	<b>\$16,802</b>	<b>\$547</b>		<b>\$29,750</b>	<b>\$100,967</b>

**Resolution No. 2018-27**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT WITH ECO-SITE II, LLC FOR A CELLULAR PHONE TOWER AT THE MIDDLE SCHOOL.**

WHEREAS, the Board has determined that the portion of the Middle School described in the proposed Lease Agreement is not needed for school district purposes and should be leased to the Eco-Site II, LLC to provide cellular service to the broader community; and

WHEREAS, the lease will generate revenue to be used to educate the District's students.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education that after careful consideration and evaluation of the information before it:

Section 1. The Board authorizes the execution of the Lease Agreement with Eco-Site II, LLC for a cellular phone tower at the Middle School as described in the document on file with the Treasurer.

Section 2. The Board hereby finds and determines that all formal actions related to the adoption of this resolution were taken in open meetings of this Board; and that all deliberations of this Board and of its committees, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable law.

Section 3. This resolution shall be in full force and effect from and immediately after its adoption



*Employee Leaves*

<i>Last</i>	<i>First</i>	<i>Bldg</i>	<i>Type</i>	<i>Date Out</i>	<i>Date Back</i>	<i>Notes</i>
Austin	Estee	Class-MS	Unpaid LOA	10/23/2018	10/30/2018	Unpaid LOA
Brannon	Janice	Class-HS	Medical LOA	11/12/2018	TBD	Medical LOA
Cohn	Stacey	Cert-MS	Maternity LOA	4/5/2019	5/28/2019	Maternity LOA (FMLA)
Cohn	Timothy	Cert-EW	Paternity LOA	4/5/2019	5/20/2019	Paternity LOA (FMLA)
Gallagher	Sharon	Cert-WF	Intermittent LOA	10/2/2018	10/1/2019	Intermittent Medical LOA for Family Member (FMLA)
Keshock	C. Robert	Cert-WF	Intermittent LOA	10/25/2018	10/25/2019	Intermittent Medical LOA for Family Member (FMLA)
Kondash	Janette	Cert-WF	Medical LOA	10/22/2018	10/29/2018	Medical LOA
Maher	Shannon	Cert-EW	Medical LOA	11/7/2018	1/3/2019	Medical LOA
Murphy	Melissa	Cert-MS	Maternity LOA	1/20/2019	4/23/2019	Maternity LOA (FMLA)
Soukup	Tom	Class-CO	Unpaid LOA	10/15/2018	10/22/2018	Unpaid LOA
Stewart	Stephanie	Class-BG	Medical LOA	10/29/2018	2-7 weeks	Medical LOA for family member
Sutton	Pamela	Class-HS	Medical LOA	11/9/2018	11/16/2018	Medical LOA
Tomba	Natalie	Class-ML	Unpaid LOA	11/19/2018	11/26/2018	Unpaid LOA

## MINUTES

The minutes of the meetings of the Board constitute the written record of Board actions. The Treasurer records in the minutes of each meeting all actions taken by the Board. Minutes need reflect only the general subject matter of discussion in executive sessions.

Minutes shall specify the nature of the meeting (regular or special); time, place and members present; approval of minutes of the preceding meeting or meetings; complete record of official actions taken by the Board relative to the Superintendent's recommendations, communications and all business transacted; items of significant information bearing on action; and a record of adjournment.

The Treasurer records the motion, the names of the members making and seconding the motion and the vote of each member present.

A complete and accurate set of minutes shall be prepared and become a regular part of the monthly agenda. The Treasurer must make draft minutes available for public inspection. Following approval of the minutes by the Board at the next meeting, the minutes are signed by the President and attested to by the Treasurer **as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting.**

The official minutes shall be bound and kept in the office of the Treasurer, who shall, after they have been approved by the Board, make them available to interested citizens. Copies are made available at cost during normal office hours.

[Adoption date:]

LEGAL REFS.: ORC 121.22(C)  
149.43  
3313.26

CROSS REFS.: BCE, Board Committees  
BD, School Board Meetings  
BDC, Executive Sessions  
BF, Board Policy Development and Adoption  
KBA, Public's Right to Know

BUDGET PLANNING  
(Five-Year Forecast)

Budget planning is an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the District. Budget planning is a year-round process involving broad participation by administrators, teachers and other personnel throughout the District.

The Superintendent and the Treasurer are responsible for preparing the five-year forecast for the Board's approval. The forecast is for the current fiscal year and four years beyond.

The five-year forecast is prepared twice a year and filed with the Ohio Department of Education. The initial filing is due on or before ~~October 31~~ **November 30** and an update by May 31. The five-year forecast is updated as often as necessary in order to communicate significant changes in the District's financial position.

[Adoption date:]

LEGAL REFS.: ORC 5705.01; 5705.28 through 5705.32; 5705.35; 5705.36; 5705.37; 5705.39;  
5705.391

CROSS REF.: BCF, Advisory Committees to the Board

~~—NOTE: Include in this category statements on the general plan for budget development and on staff/student/public participation in the process (but not the official hearings). If advisory committees take part, this might be included in the policy with details on their functioning presented as an accompanying regulation. Many districts have special publications for staff on budget development offering procedures in detail. Such publications can be referred to (by adding a cross reference) as a source of additional information.~~

***THIS IS A REQUIRED POLICY***

## ADMINISTRATION OF FEDERAL GRANT FUNDS

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

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

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

The financial management systems and internal controls must provide for:

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

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

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

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

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

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

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

2. Cash Management and Fund Control

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

*(Select one of the following options for procurement)*

3. Procurement

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

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases.

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

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

OR

~~The District will follow the procurement standards outlined in previous OMB guidance during the grace periods established. Effective with July 1, 2018 fiscal year, the District will comply with the federal procurement standards established through the Uniform Guidance.~~

4. Conflict of Interest and Mandatory Disclosures

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

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

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

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

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

5. Equipment and Supplies Purchased with Federal Funds

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

6. Accountability and Certifications

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

7. Monitoring and Reporting Performance

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

[Adoption date:]

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

CROSS REFS.: BBFA, Board Member Conflict of Interest  
BCC, Qualifications and Duties of the Treasurer  
DI, Fiscal Accounting and Reporting  
DID, Inventories (Fixed Assets)  
DJ, Purchasing  
DJC, Bidding Requirements  
DJF, Purchasing Procedures  
DK, Payment Procedures  
EF/EFB, Food Services Management/Free and Reduced-Price Food Services  
GBCA, Staff Conflict of Interest  
IGBJ, Title I Programs

*NOTE: The Uniform Grant Guidance (Uniform Guidance) issued by the U.S. Office of Management and Budget (OMB) effects certain federal funds districts receive. The guidance replaces requirements found in eight previous OMB circulars. The new rules are in effect for new or noncompeting continuation grants awarded by OMB on or after December 26, 2014.*

*Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The new rules are outlined in the Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse. Internal controls should be in compliance with guidance in the Standards for Internal Control in the Federal Government issued by the comptroller general of the United States or the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission.*

*This policy is intended to establish the board's expectations and standards for financial management and other internal controls necessary to meet its obligations when receiving federal grant awards. This policy is not sufficient, alone, to serve as the written controls required by the Uniform Guidance. It must be supplemented with written procedures that should be developed by the Treasurer.*



File: DECA

~~*Districts may choose to delay implementation of the Uniform Guidance procurement requirements outlined in 2 CFR 200.317—200.326 through the end of the 2017-2018 fiscal year. If you are utilizing this grace period this must be clearly documented in your internal procurement policies and also should be reflected in this policy.*~~

**MUST BE CUSTOMIZED PRIOR TO ADOPTION  
PURCHASING**

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

*(Permissive language next two paragraphs only.)*

The Board authorizes "~~open~~ **blanket**" purchase orders to be issued for generic supplies for up to ~~three months and up to the \$5000~~ **\$5,000** limit. **Open Blanket** purchase orders will not extend beyond the current fiscal year.

**A "super blanket":** ~~An open~~ purchase order for a "specific" permitted purpose and in an amount not to exceed \$ \_\_\_\_\_ ~~or~~ the line-item appropriation and fund, ~~whichever is less~~, is authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items and utilities. The ~~specific purpose~~ **super blanket** purchase order may not extend beyond the current fiscal year.

The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

The Board assigns to the purchasing agent the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the District **and are conducted in accordance with all applicable laws and regulations.**

[Adoption date:]

LEGAL REFS.: Ohio Const. VIII, Section 2e  
ORC 9.314  
3313.172; 3313.18; 3313.33; 3313.46  
3319.04  
3327.08  
5705.38; 5705.39; 5705.40; 5705.41; 5705.412  
**2 C.F.R. Part 200**

CROSS REFS.: **DECA, Administration of Federal Grant Funds**  
DJC, Bidding Requirements  
DJF, Purchasing Procedures  
DK, Payment Procedures

*NOTE: The board may wish to dictate certain limits depending on the control it wishes to maintain. It could limit the open purchase order amount on a consultant contract but may not find it necessary when it comes to restricting utilities or food items payments that are staples to district operations.*

## PETTY CASH ACCOUNTS

The Board directs the Treasurer to create petty cash accounts allowing certain administrators to make purchases within the District. Money can be drawn from accounts by check ~~or debit card~~. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

~~The debit card and check~~ **Account** access is limited to only those individuals who have a job-related need to use these ~~payment methods~~ **accounts**. Any person using the ~~debit card or check~~ **accounts** must keep a written log, which is to be turned in each day.

Annually, the Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major purchases may be made from the accounts.

Any administrator who ignores procedures and ~~allows anyone else to use the card, or who~~ does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

[Adoption date:]

LEGAL REFS.: ORC **9.22**; 9.38  
3313.291; 3313.31; 3313.51

CROSS REF.: DM, Cash in School Buildings

***NOTE: House Bill 312 (2018) prohibits school districts from using debit cards.***

***THIS IS A REQUIRED POLICY***

**MUST BE CUSTOMIZED PRIOR TO ADOPTION  
BIDDING REQUIREMENTS**

Contracts for construction or demolition of buildings or for any improvements or repairs that exceed \$50,000 are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

***(Permissive language)***

If feasible, all purchases over \$10,000 ~~but under \$50,000~~ **and not otherwise subject to required federal or state bidding requirements** will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

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

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

[Adoption date:]

LEGAL REFS.: ORC 9.314  
153.01; 153.12 through 153.14; 153.50 through 153.56  
3313.372; 3313.373; 3313.46  
3319.04  
**2 C.F.R. Part 200**

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

*NOTE: In a district lacking a business manager, the superintendent normally acts in that capacity.*

*Beginning September 12, 2008, the second required notice for competitive bidding will change to allow advertising for bids in trade or other publications and by electronic means, such as posting on the district's website.*

*Districts must continue to comply with State law regarding competitive bidding, including the requirement that school districts place the first notice in a newspaper of general circulation.*

***When using federal funds, districts also are subject to the Uniform Grant Guidance requirements.***

*Senate Bill 3 (2016) increased the bidding threshold from \$25,000 to \$50,000.*

## PURCHASING PROCEDURES

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$3,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

*(Add if implementing new federal procurement standards)*

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

[Adoption date:]

LEGAL REFS.: ORC 3313.46  
3327.08  
5705.41(D)(1); 5705.412; 5705.44  
2 C.F.R. Part 200

CROSS REFS.: DECA, Administration of Federal Grant Funds  
DJ, Purchasing  
DJC, Bidding Requirements

*NOTE: The Uniform Grant Guidance (Uniform Guidance) issued by the U.S. Office of Management and Budget (OMB) effects certain federal funds districts receive.*

*The guidance replaces requirements found in eight previous OMB circulars. The new rules are in effect for new or noncompeting continuation grants awarded by OMB on or after December 26, 2014.*

*Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The new rules are outlined in the Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse. Internal controls should be in compliance with guidance in the Standards for Internal Control in the Federal Government issued by the comptroller general of the United States or the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission.*

~~*The Uniform Guidance establishes specific requirements for federal procurement. Districts may choose to delay implementation of the Uniform Guidance procurement requirements outlined in 2 CFR 200.317—200.326 through the end of the 2017-2018 fiscal year. If you are utilizing this grace period this must be clearly documented in your internal procurement policies and also should be reflected in this policy.*~~



**MUST BE CUSTOMIZED PRIOR TO ADOPTION  
PURCHASING PROCEDURES**

General

1. The Board designates the *Superintendent* as the purchasing agent.
2. No person may commit the District to a purchase without the appropriate certificate of the availability of funds.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

Requisitions

1. The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.
2. The following are designated as “requisitioner”; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. Only District-approved methods or forms are used for requisitioning.

4. A requisition, to be considered appropriate for processing, meets the following requirements:
  - A. contains adequate information and
  - B. is approved by and bears the signature of an authorized requisitioner.
5. All approved requisitions are submitted to the Treasurer.
6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.
7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:
  - A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
  - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
  - C. clear delivery instructions, including place and time;
  - D. appropriate account code number or appropriation code and
  - E. the Treasurer's certificate of available revenue and appropriation.
2. Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.
3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:
  - A. whenever possible, a purchase order number should be given to the supplier and
  - B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

## **Federal Procurement**

**Purchasing of goods and services using federal funds must be done in accordance with the above procedures and also in accordance with all federal requirements including allowability of costs. All purchases must be reasonable and free of conflicts of interest and conducted in a manner providing full and open competition.**

**No purchase will be made using federal funds unless the District verifies that the contractor is not suspended or debarred.**

**To determine which procurement method type is required, the District will be looking back at the last three years of expenditures for the specific goods or services to be purchased with federal funds and determine which method of procurement/contract type is applicable to the individual situation based on the average aggregate amount spent with the providing vendor in a fiscal year.**

**Once the threshold has been established, the following methods of procurement will be used for all purchases of goods and services made with federal funds.**

- 1. Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable. To the extent practicable, these purchases are distributed equitably among qualified suppliers.**
- 2. Small purchase are purchases between \$10,000 and \$250,000. Prior to authorizing the purchase, the District will try to obtain price rates or quotations from a minimum of 3 vendors or providers. The District will obtain these price rates or quotations by either obtaining quotes verbally, in writing, using price listing on websites, or a combination of all three.**
- 3. Sealed bid procedures are used for firm fixed price contracts over \$250,000 and is used as the preferred method for construction projects. Bids are solicited from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids using the same process it uses for bidding projects with state funds. The contract will be awarded to the lowest responsive and responsible bidder.**
- 4. Competitive proposals are used for all purchases over \$250,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. Contracts entered into for competitive proposals may be fixed-price or cost-reimbursement. The District will publicize a request for proposal by using various advertising methods including but not limited to, radio, internet, newspapers, etc. The District will**

**evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The District will evaluate proposals by a predetermined scoring rubric.**

- 5. Sole source procurement is used only when the goods or services are only available from a single source; a public exigency or emergency exists; there is inadequate competition and the applicable pass through entity approves this method.**

**All solicitations:**

- 1. Include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.**
- 2. Will not contain specifications that unduly restrict competition.**
- 3. Identify all requirements offerors must fulfil and all other factors to be used in evaluating bids or proposals.**

**The District maintains records to verify selection of procurement type and compliance with applicable procurement requirements.**

(Approval date:)

*NOTE: Most boards wish to review and give their official stamp of approval to procedural regulations involving purchasing, but a board would not be expected to develop such a regulation—only to review and approve it.*

*The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 outlines the requirements for purchases made through the use of federal funds. Districts should ensure district procedures for purchasing items with federal funds are in compliance with the Uniform Guidance requirements. Districts may customize this regulation to reflect district practice for purchases made with federal funds.*

*~~Districts may choose to delay implementation of the Uniform Guidance procurement requirements outlined in 2 CFR 200.317—200.326 through the end of the 2017-2018 fiscal year. If you are utilizing this grace period this must be clearly documented in your internal procurement policies and procedures.~~*

**MUST BE CUSTOMIZED PRIOR TO ADOPTION  
CREDIT CARDS**

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

~~The Board authorizes the use of credit cards in the following manner.~~ **The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the District. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.**

Credit Cards

- 1. The District name must appear on each card and/or check associated with the credit card account. The maximum credit card account limit is \$100,000. The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.**

~~2.1.~~ *(Select one of the following)*

*(Use this version if the Treasurer retains general possession and control of credit cards.)*

All credit cards issued to and in the name of the District ~~shall~~ **are** be held and supervised by the Treasurer and used only for approved District-related activities purposes authorized by this policy. The Treasurer establishes a system for cards to be signed out for use by an authorized user.

**OR**

~~*(Use this version the Treasurer does not retain general possession and control of credit cards.)*~~

~~The Board appoints a compliance officer who reviews the number of cards and accounts issued, the number of active cards and accounts issued, and the card and account expiration dates and credit limits at least once every six months. The Treasurer cannot serve as the compliance officer. The compliance officer cannot authorize an individual to use the credit card. The compliance officer cannot use the credit card account except when the compliance officer is the Superintendent. If the Superintendent is the compliance officer and the Board has authorized the Superintendent to use the credit card, the Treasurer/designee must monthly review the credit card transaction detail and sign attestation to the review.~~

**3. Credit cards may only be used by the following individuals: Board Members, Administrators, Supervisors, Designated Teachers (ex: Science)**

*(Customize items 4 through 7 to reflect District practice as required by law, cards are only allowed to be used for expenses authorized in this policy.)*

- ~~4.2.~~ Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff. **Such expenses are subject to the reimbursement limits established by the Board.**
- ~~5.3.~~ If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
- ~~6.4.~~ With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
- ~~7.5.~~ Gratuities are permissible only when card use is for group purchases and the tip is automatically added to the bill.
- ~~8.6.~~ **All credit card statements are sent directly to the Treasurer's office.** The Treasurer keeps a record of all credit card use.
- ~~9.7.~~ Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within **five five** business days upon completion of approved use. **Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.** Failure to turn in receipts and appropriate form(s) to the Treasurer within ~~five business days~~ **the required timeframe** may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. **Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.**
- 10. All authorized users must immediately report loss or theft of the District credit card to the Treasurer who will immediately contact the credit card issuer.**

**The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:**

- 1. expenditures not specifically authorized by this policy;**

2. **purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;**
3. **payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;**
4. **alcoholic beverages or tobacco;**
5. **fuel for use in a personal vehicle;**
6. **entertainment expenses, including pay-per-view movie charges and/or**
7. **cash advances.**

**Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.**

[Adoption date:]

**LEGAL REFS.: ORC 9.21; 9.22  
2913.21  
3313.311**

CROSS REFS.: DJ, Purchasing  
~~DJB, Petty Cash Accounts~~  
DLC, Expense Reimbursement  
GCL, Professional Staff Development Opportunities  
GDL, Support Staff Development Opportunities

**NOTES:** *House Bill 312 adds new requirements for district credit cards.*

*Credit card accounts are defined as any bank-issued credit card account, store-issued credit card account, financial institution credit card account, affinity credit card account or any other card account allowing the holder to purchase goods or services on credit or to transact with the account and any debit or gift card*

*account related to the receipt of grant moneys. The definition specifically does not include: procurement card accounts, gasoline or telephone credit card accounts or any other card account where merchant category codes are in place as a system of control for use of the card account.*

*Boards holding credit cards on the bill effective date must adopt policies for these cards meeting statutory requirements no later than three months after the bill's effective date. Boards not currently holding credit card accounts must adopt a written policy meeting the requirements prior to holding a credit card account.*

*The board policy must include:*

- *The officers or positions authorized to use credit card accounts;*
- *The types of expenses for which a credit card account may be used;*
- *The procedure for acquisition, use and management of credit card accounts and presentation instruments related to the account including cards and checks;*
- *Procedures for submitting itemized receipts to the treasurer or chief fiscal officer or their designee;*
- *Procedures for credit card issuance, reissuance, cancellation and the process for reporting lost or stolen credit cards;*
- *The credit account's maximum credit limit or limits and*
- *Actions or omissions by an officer or employee that qualifies as credit card misuse.*

*If the treasurer retains general possession and control of the account and presentation instruments, they may use a system to sign out credit cards to users authorized by the board policy. If the user does not provide itemized receipts in accordance with the policy, they may be required to reimburse the amount in accordance with State law or board policy.*

*If the treasurer does not retain general possession and control of the account and presentation instruments, the board must appoint a compliance officer who must fulfill statutory requirements.*

*This policy must be locally customized prior to adoption.*

***THIS IS A REQUIRED POLICY***



**REMOVE REGULATION. ALL DETAILS COVERED IN POLICY  
CREDIT CARDS**

~~Credit cards may be used for the following purposes:~~

- ~~1. School business travel, meetings, lodging and meals for out-of-District meetings or seminars are subject to the reimbursement limits established by the Board.~~
- ~~2. Gratuities are permissible only when card use is for group purchases and the tip is automatically added to the bill.~~
- ~~3. Purchases from vendors that require a credit card as form of payment do not supersede the requirement of preapproval of a purchase order for the purchase. The use of the credit card for electronic commerce must be preapproved by the submission of a purchase order prior to purchase.~~
- ~~4. The use of the credit card over the Internet must be safeguarded at all times. All vendors must be preapproved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.~~
- ~~5. If the use of a tax exempt form is not possible, the expenditure is allowed. The person using the credit card should take along the appropriate tax exemption form so that sales tax is not charged.~~

~~Upon returning from an approved business trip, an employee shall submit all original itemized invoices and original credit card charge receipts to the Treasurer's office. Credit card statements will not suffice as invoices. Credit card statements will be mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.~~

~~The use of the credit card is prohibited for the following items:~~

- ~~1. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;~~
- ~~2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;~~
- ~~3. alcoholic beverages or tobacco;~~

File: DJH R

- ~~4. fuel for use in a personal vehicle;~~
- ~~5. entertainment expenses, including pay per view movie charges and/or~~
- ~~6. cash advances.~~

~~Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination.~~

~~The use of a credit card does not supersede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.~~

~~(Approval date:)~~

## FIRST AID

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

The guidelines provide for at least one person in each building to have special training in first aid.

The District provides employee automated external defibrillator (AED) training in accordance with State law. **Compliance with this training requirement is reported to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.**

**If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.**

In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

[Adoption date:]

LEGAL REFS.: ORC 2305.23  
3301.56  
**3301.68**  
3313.6021; 3313.6023  
3313.712; 3313.717  
OAC 3301-27-01  
3301-35-06

CROSS REFS.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EBC, Emergency Management and Safety Plans  
IGD, Cocurricular and Extracurricular Activities  
JHCD, Administering Medicines to Students  
Emergency Medical Authorization Form  
Staff Handbooks

*NOTE: The guidelines for administering first aid and emergency care should be placed in the district's comprehensive safety plan, unless the district has included the guidelines in other staff handbooks.*

*House Bill 49 exempts some district employees from the AED training requirements. Substitutes, adult education instructors who are scheduled to work the full-time equivalent of less than 120 days per school year and persons employed on an as-needed, seasonal or intermittent basis are not required to receiving this training. This exemption does not include coaches and supervisors of interscholastic athletics, who are still required to receive training.*

*Under Ohio Revised Code (RC) 3313.6021, students in grades 9-12 are required to receive instruction in CPR and use of an AED. Students may be excused from this instruction in accordance with State law.*

***Senate Bill 216 (2018) enacted RC 3301.68 requiring the Ohio Department of Education (ODE) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.***

***The report must require each district or school to denote "yes" to indicate compliance or "no" to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:***

- ***Training on the use of physical restraint or seclusion on students;***
- ***Training on harassment, intimidation, or bullying;***
- ***Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;***
- ***Training on crisis prevention intervention;***
- ***The establishment of a wellness committee;***
- ***The reporting of a district's or school's compliance with nutritional standards;***
- ***Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and***
- ***Compliance with interdistrict and intradistrict open enrollment requirements.***

***If a district or school denotes "no" on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.***

***THIS IS A REQUIRED POLICY***

## FOOD SALE STANDARDS

Through its food service program, the Board encourages students to form healthy eating habits by governing the types of food and beverages sold in the schools and the time and place at which each type of food and beverage is sold. These standards are based on the following guidelines.

1. The types of food and beverages sold in the schools are determined by their potential to contribute significantly to the:
  - A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture (USDA);
  - B. provisions of the District's student wellness program and
  - C. nutritional guidelines established by State law.
2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:
  - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and
  - B. specifying the time and place each type of food or beverage may be sold.
3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:
  - A. Foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations may not be sold during the school day. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.
  - B. Bake sales and other school fundraising activities involving food and beverage items may not be held during the school day.
4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.

Separate standards may be established for the types of food and beverages to be sold to staff members and for events and activities held outside the school day.

**Compliance with nutritional standards is reported to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.**

**If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.**

[Adoption date:]

LEGAL REFS.: ORC **3301.68**  
3313.814; 3313.816; 3313.817  
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management  
EFG, Student Wellness Program  
IGDF, Student Fundraising Activities

*NOTE: In light of the national concerns with poor health and childhood obesity, districts should be particularly vigilant of the types of foods sold in the schools. School wellness plans and programs must include nutrition guidelines equal to the guidelines issued by the U.S. Department of Agriculture (USDA).*

*Senate Bill (SB) 210, passed in 2010, requires boards of education to adopt standards specifying the nutritional standards governing the types of food and beverages that may be sold on school premises and the time and place each type of food or beverage may be sold. Boards are encouraged to delegate this duty to food services supervisors and/or other administrators. Specifications should be detailed in food services plans of operation or administrative guidelines and made available to the board for adoption.*

*The USDA interim final rule establishing standards for all food and beverages sold on school campus throughout the school day to students, took effect July 1, 2014. Where the provisions of SB 210 and the USDA rules differ, districts are required to comply with the more restrictive requirements. The Ohio Department of Education (ODE) has provided information on their website for district implementation of these requirements. The ODE information also outlines foods that are exempt from the specific nutrition requirements (including fresh fruits) and provides necessary definitions and standards. Districts should review the new guidelines when establishing guidelines for the sale of food and beverage items to students during the school day on school premises.*

*Fundraisers: ODE may set a number of exempt fundraisers that happen during the school day and must be infrequent in nature. ODE has not yet determined if any exempt fundraisers will be allowed during the regular school day. Food and beverages sold outside of the defined regular school day and/or any food and beverages given to students at no cost are exempt from the nutrition standards.*

*SB 216 (2018) enacted Ohio Revised Code (RC) 3301.68 requiring the ODE to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.*

*The report must require each district or school to denote “yes” to indicate compliance or “no” to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:*

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district’s or school’s compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

*If a district or school denotes “no” on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.*

***THIS IS A REQUIRED POLICY***

## STUDENT WELLNESS PROGRAM

The Board directs the Superintendent/designee to develop and maintain a student wellness plan in compliance with Federal law.

The student wellness plan:

1. includes goals for nutrition promotion and education, physical activity and other school-based activities designed to promote student wellness that are developed with consideration of evidence-based strategies and techniques;
2. includes nutrition guidelines for all foods provided, but not sold to students in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for all food and beverages sold during the school day are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture (USDA) and that marketing of foods and beverages on the school campus during the school day is prohibited for foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness plan must be a collaborative effort between parents, students, food service workers, physical education teachers, school health professionals, administrators, the Board and the public.

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

**The District reports compliance with the establishment of a wellness committee to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.**

**If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.**



[Adoption date:]

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
7 CFR, Subtitle B, Chapter 11, Part 210  
7 CFR 220  
7 CFR 225  
7 CFR 245  
**ORC 3301.68**  
3313.814  
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFF, Food Sale Standards  
IGAE, Health Education  
IGAF, Physical Education  
KJ, Advertising in the Schools

*NOTE: In response to the Reauthorization of the Child Nutrition and Women, Infants and Children Act of 2004, districts are required to develop a “school wellness” policy. Components of the program are listed in the policy.*

*On July 29, 2016, the U.S. Department of Agriculture (USDA) Food and Nutrition Service finalized regulations to create a framework and guidelines for locally established written wellness policies. The final rule expands the existing requirements to strengthen policies and increase transparency. The final rule became effective August 29, 2016 and it requires districts to begin developing a revised local wellness policy during the 2016-2017 school year, with full compliance by June 30, 2017.*

*Districts that allow the marketing of food and beverages to students must have policies that allow marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards.*

***Senate Bill 216 (2018) enacted Ohio Revised Code (RC) 3301.68 requiring the Ohio Department of Education (ODE) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.***

***The report must require each district or school to denote “yes” to indicate compliance or “no” to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:***

- ***Training on the use of physical restraint or seclusion on students;***
- ***Training on harassment, intimidation, or bullying;***
- ***Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;***
- ***Training on crisis prevention intervention;***
- ***The establishment of a wellness committee;***
- ***The reporting of a district’s or school’s compliance with nutritional standards;***
- ***Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and***
- ***Compliance with interdistrict and intradistrict open enrollment requirements.***

***If a district or school denotes “no” on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.***

***NOTE: THIS IS A REQUIRED POLICY***

## PERSONNEL POLICIES GOALS

The personnel employed by the Board are a very important resource for effectively conducting a quality educational program. The District's program functions best when it employs **properly certified or licensed** ~~highly qualified~~ personnel, conducts appropriate staff development activities and establishes policies and working conditions that are conducive to high morale and enable each staff member to make the fullest contribution to District programs and services.

The goals of the personnel program include:

1. developing and implementing those strategies and procedures for personnel recruitment, screening and selection, which result in employing the best available candidates: those with the highest capabilities, strongest commitment to quality education and greatest probability of effectively implementing the educational program;
2. developing a general assignment strategy, which makes the greatest contribution to the educational program, and using it as the primary basis for determining staff assignments;
3. providing positive programs of staff development designed to contribute both to improvement of the educational program and to each staff member's career development aspirations;
4. providing for a genuine team approach to education, including staff involvement in planning, decision making and evaluation;
5. developing and using for personnel evaluation positive processes that contribute to the improvement of staff capabilities and assist in making employment decisions and
6. encouraging all employees to be cognizant of their roles in instilling ethical principles and democratic ideals in all students.

[Adoption date:]

LEGAL REFS.: ORC 124.11  
3313.602  
3319.01; 3319.02; 3319.081; 3319.11; 3319.111  
Chapter 4117

CROSS REF.: GBB, Staff Involvement in Decision Making (Also ABB)

File: GA

*NOTE: The personnel section of the OSBA coding system is divided into three subsections: the GA and GB series, topics pertaining to all personnel; the GC series, topics pertaining to professional or certificated personnel; the GD series, topics pertaining to support (or classified) personnel.*

***THIS IS A REQUIRED POLICY***

## STAFF GIFTS AND SOLICITATIONS

### Gifts

The Board authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the District. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.

Such expenditures shall be consistent with the Board's purchasing policy and within the appropriation limits established by the Board.

Presentation of gifts to, and the arrangement of social affairs for, employees leaving the District are governed by the following.

1. Each building principal appoints, or employees may volunteer for, a small social committee to plan social affairs.
2. Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.

### Vendor Compensation

Any compensation paid by a vendor to a District official or employee, after the official or employee has participated in selecting the vendor, is considered "public money" and must be returned to the District.

### Solicitations

The Superintendent annually approves all solicitations that are to be permitted in the schools. No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of the Superintendent.

Employees may not engage in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes. No staff member is to collect any money or distribute any fundraising literature without the expressed approval of the Superintendent.

**Staff members are prohibited from soliciting funds in the name of the school or District through the use of online fundraising or a crowdfunding campaign without approval of the Superintendent. All crowdfunding campaigns must comply with District policies and procedures.**

[Adoption date:]

LEGAL REFS.: ORC 102.03  
117.01  
2921.43  
3313.81; 3313.811  
3315.15  
3329.10

CROSS REFS.: **GBIA, Online Fundraising Campaigns/Crowdfunding (Also IG DFA)**  
IGDG, Student Activities Funds Management  
IICA, Field Trips  
JL, Student Gifts and Solicitations

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS  
(Teachers)

The Board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and ~~hold~~ **retain properly certified or licensed highly qualified** men and women to provide a quality educational program.

As required by law, notice of annual salary is given to each certificated/licensed employee by July 1.

Teacher Contracts

Written contracts of employment are issued to all certified/licensed teaching personnel. Contracts are by and between the staff member and the Board.

The basic types of contracts are as follows:

1. Limited Contract

A limited contract is one to five years in length. It may be entered into by a teacher who has not been an employee of the Board for at least three years and must be entered into, regardless of length of previous employment, by a teacher who holds a provisional or alternative license or who holds a professional license and is not eligible to be considered for a continuing contract.

Any teacher employed under a limited contract and not eligible to be considered for a continuing contract is, at the expiration of the contract, considered re-employed at the same salary plus any increment provided by the salary schedule, unless acted upon by the Board.

The Board may, acting on the Superintendent's written recommendation that the teacher not be re-employed, not renew a limited contract so long as evaluation procedures have been completed in compliance with law. The Board must give the teacher written notice of its intent not to re-employ on or before June 1.

2. Extended Limited Contract

An extended limited contract of one or two years in length is given to a teacher who is eligible for consideration for, but not awarded, a continuing contract.

3. Continuing Contract

Teachers who have taught in the District for at least three years within the last five years and teachers who have attained continuing contract status elsewhere and have served two years in the District are eligible for continuing contracts.

A continuing contract may be issued to eligible teachers who:

- A. Hold a professional, permanent or life teaching certificate or
- B. Any teacher who was initially issued a teacher's certificate or educator's license prior to January 1, 2011 who meets the following conditions:
  - 1) Holds a professional educator license or a senior professional educator license or lead professional educator license;
  - 2) Has completed the applicable one of the following:
    - a. If the teacher did not hold a master's degree at the time of initially receiving the license, 30 semester hours of course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.
    - b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.
- C. Any teacher who never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011 who meets the following conditions:
  - 1) Holds a professional educator license or a senior professional educator license or lead professional educator license;
  - 2) Has held an educator license for at least seven years;
  - 3) Has completed the applicable one of the following:
    - a. If the teacher did not hold a master's degree at the time of initially receiving an educator license, 30 semester hours of course work in the area of licensure or an area related to the teaching field since the issuance of the license.



- b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

Upon the recommendation of the Superintendent that a teacher eligible for continuing contract service status be re-employed, a continuing contract is granted unless the Board rejects the recommendation by three-fourths vote. A continuing contract remains in effect until the teacher resigns, elects to retire, is retired for reasons consistent with law or until he/she is terminated or suspended.

If the Board rejects the recommendation for re-employment of the teacher, the Superintendent may recommend re-employment of the teacher under an extended limited contract for a term not to exceed two years, if continuing service status has not previously been attained elsewhere. Written notice of the Superintendent's intention to make such a recommendation must be given to the teacher with reasons directed at the professional improvement of the teacher on or before June 1. Upon subsequent re-employment of the teacher, only a continuing contract may be entered into.

The Board may reject the Superintendent's recommendation for re-employment of the teacher under an extended limited contract by three-fourths vote of its full membership.

The Board declares its intention not to re-employ the teacher by giving the teacher written notice on or before June 1. If evaluation procedures have not been completed in compliance with law or if the Board fails to give the teacher written notice of its intent not to re-employ by the aforementioned date, the teacher is re-employed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule.

The Superintendent's recommendation is considered in all contracts pertaining to certificated/licensed individuals.

[Adoption date:]

LEGAL REFS.: ORC 3313.53  
3317.13; 3317.14  
3319.07; 3319.08; 3319.09; 3319.10; 3319.11; 3319.111; 3319.12;  
3319.22; 3319.227; 3319.24; 3319.26

File: GCB-1

CROSS REFS.: GCBA, Professional Staff Salary Schedules  
GCBB, Professional Staff Supplemental Contracts  
GCBC, Professional Staff Fringe Benefits  
GCBD, Professional Staff Leaves and Absences  
GCBE, Professional Staff Vacations and Holidays

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: Specific provisions for teacher contracts are established through negotiated agreements for those districts with collective bargaining units. Supplemental contracts for teachers are addressed in policy GCBB.*

*Policy GCB-1 applies to teachers. Policy GCB-2 applies to administrators. This numbering system is followed in other policies such as AFC-1 regarding teachers and AFC-2 regarding the same topic for administrators.*

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS  
(Administrators)

Fair compensation plans are necessary in order to attract and ~~hold~~ **retain properly certified or licensed highly-qualified** administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to any Board action on the employee's contract, and a written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's intended recommendation for the employee's contract. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before June 1, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to June 1 of the year in which the employment contract expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a superintendent or any other administrator, consistent with State law.

[Adoption date:]

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.111; 3319.12; 3319.225; 3319.27  
4117.01  
OAC 3301-24-11; 3301-24-12

CROSS REFS.: GCBA, Professional Staff Salary Schedules  
GCBB, Professional Staff Supplemental Contracts  
GCBC, Professional Staff Fringe Benefits  
GCBD, Professional Staff Leaves and Absences  
GCBE, Professional Staff Vacations and Holidays

## PROFESSIONAL STAFF HIRING

The Superintendent determines the District's personnel needs and recommends to the Board **properly certified or licensed** ~~highly qualified~~ candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must **be properly certified or licensed.** ~~meet the Ohio Department of Education's standards of highly qualified teacher (HQT).~~

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

### Employment of Retired Administrators

The Board recognizes that recruiting and retaining **properly certified or licensed highly qualified** administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the Superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

### Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 2921.42  
3307.01; 3307.353  
3313.53  
3319.02; 3319.07; **3319.074**; 3319.08; **3319.088**; 3319.11; 3319.22  
through 3319.31; 3319.39  
3323.06  
OAC 3301-35-05; 3301-35-06  
3307.1-13-03

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
GBQ, Criminal Records Check  
GDD, Support Staff Hiring

*NOTE: ~~Any residency requirements that the board has established for appointment should also be included at this code.~~ Procedures pertaining to staff selection (although not recruitment) are appropriately included in a regulation under GCD-R. When regulations differ extensively for teachers and other categories of professional personnel, numerals can be added to the code letters, as explained in the coding note at GCB, Professional Staff Contracts and Compensation Plans.*

*In 2013, House Bill 59 added language to Ohio Revised Code Section (RC) 3319.07 that allows the board to designate someone other than the superintendent to nominate a teacher for employment if the superintendent's nomination would create an unlawful interest (conflict of interest) in a public contract pursuant to RC 2921.42.*

***Senate Bill 216 (2018) replaced “highly qualified teacher” with “teachers who are properly certified or licensed.” Effective July 1, 2019 no city, exempted village, local, joint vocational, or cooperative education school district can employ any classroom teacher to provide instruction in a core subject area (reading and English language arts, mathematics, science, social studies, foreign language, and fine arts) to any student, unless such teacher is a properly certified or licensed teacher (requirements are outlined in RC 3319.074). Nor can they employ any paraprofessional to provide academic support in a core subject area to any student, unless such paraprofessional is a properly certified paraprofessional (requirements are outlined in RC 3319.088).***

***THIS IS A REQUIRED POLICY***

## SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

*(Select the following two paragraphs for local, exempted village and joint vocational districts and educational service centers.)*

### Contracts

All newly hired, regular support staff employees, including regular hourly rate and per diem employees, enter into written contracts for their employment, which are for a period of not more than one year. If such employees are rehired at the end of their first contracts, their **three** subsequent contracts are for periods of two years **each**.

After the expiration of the **third** two-year contract, if the contract of an employee is renewed, the employee receives a continuing contract. The salary provided in the contract may be increased but not reduced unless such reduction is a part of a uniform plan affecting the support staff employees of the entire District.

### Contracts

All newly hired, regular support staff employees, including regular hourly rate and per diem employees, serve a probationary period of not less than 60 days nor more than one year. This period is set by the local municipal civil service commission. If such employees successfully complete this probationary period, they are considered as permanent employees.

### Compensation Plans

In determining and developing salary schedules for support staff other than administrators, the Board considers the responsibilities of the position, the qualifications needed, past experience of the individual and years of service credit.

Salaries for support staff are reviewed and established annually by the Board upon the recommendation of the Superintendent.

In compliance with State law, employees are notified in writing by July 1 of their salary for the following school year.

[Adoption date:]



LEGAL REFS.: ORC Chapter 124  
3317.12  
3319.081 through 3319.083; 3319.088

CROSS REFS.: GDBA, Support Staff Salary Schedules  
GDBC, Support Staff Fringe Benefits  
GDBD, Support Staff Leaves and Absences  
GDBE, Support Staff Vacations and Holidays

*NOTE: For the convenience of all concerned, it is suggested that policies relating to the support staff parallel in coding, format and treatment of negotiated items, policies relating to the professional staff.*

*City districts should cite Ohio Revised Code Chapter 124 and are governed by the civil service rules and regulations pertaining to appointment and contractual status.*

***Senate Bill 216 (2018) revised the contract sequence for nonteaching employees. Prior to adopting this policy districts should review it in conjunction with local collective bargaining agreements to determine if the contract sequence outlined here is the one followed in the district.***

## STUDENT FUNDRAISING ACTIVITIES

The Board believes in providing opportunities for students to participate through cocurricular activities in fundraising projects that contribute to their educational growth and that do not conflict with the instructional program. Since the Ohio Revised Code and the Auditor of State's Office mandate careful accounting of the receipt and expenditure of such funds, all fiscal operations of student groups must be in compliance with the following guidelines. All such related activities must be:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level;
3. activities in which schools may appropriately engage;
4. conducted under the supervision of teachers, advisers or administrators;
5. conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on secretarial, teacher and principal time or work;
7. evaluated annually by teachers, advisers, administrators and students;
8. limited in number so as not to become a burden or nuisance to the community and
9. sensitive to direct competition with fundraising efforts sponsored by recognized groups and organizations within the community.

The application of the above criteria for student sales and activities is supervised by the building principal with the approval of the Superintendent. Each principal submits to the Superintendent a list of the proposed sales or fund drives that the school plans to conduct during the school year and the purpose for which the funds are going to be used. The Superintendent then indicates his/her approval or disapproval within the limitations of the above criteria.

**Online fundraising/crowdfunding campaigns also must be conducted in accordance with related policies and procedures.**

Funds derived from approved student fundraising activities are handled by the Treasurer's office in accordance with the Auditor of State's requirements.

File: IGDF

[Adoption date:]

LEGAL REFS.: ORC 3313.51; 3313.53; 3313.811  
3315.062

CROSS REFS.: **GBIA, Online Fundraising Campaigns/Crowdfunding (Also IGDF)**  
IGD, Cocurricular and Extracurricular Activities  
IGDG, Student Activities Funds Management  
IICA, Field Trips  
JL, Student Gifts and Solicitations

*NOTE: THIS IS A REQUIRED POLICY*

## INTERSCHOLASTIC ATHLETICS

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and a positive mental attitude as prerequisites to participation.

The Superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic athletic programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in interscholastic athletics.

Coaches are required to complete all approved course work as specified by State law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education in order to qualify to serve as coaches.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the OHSAA and State law must be followed. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They include the requirements that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infractions of school rules and regulations or for any other unacceptable conduct in or out of school.

Students in grades 9-12 are eligible ~~ineligible~~ for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, and are ineligible for the remainder of the regular season contests and ineligible to participate in OHSAA tournaments in these sports until the one-year anniversary date of enrollment in the school to which the student transferred. If the transfer takes place during the sport season in which a student has participated in a regular season interscholastic contest, the student is ineligible for the remainder of that sport's season and the student must finish fulfilling his/her transfer consequence, for only that sport in which the mid-season transfer occurred, at the commencement of the sport season during the next school year and is ineligible for all preseason and regular season contests until the total number of regular season contests missed (including those missed during the previous season) equals 50% of the maximum allowable regular season contests in that sport. Exceptions to the ~~ineligibility~~ provisions are outlined in the OHSAA Bylaws.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students receiving home instruction in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Foreign exchange students enrolled in a recognized visitor exchange program may be eligible to participate in interscholastic athletics in accordance with OHSAA Bylaws.



*(Permissive language)*

A student receiving home instruction in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district the student is entitled to attend does not offer.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school the student is enrolled does not offer;
2. the student is not participating in the activity in the student's district of residence;
3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and
4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

[Adoption date:]

LEGAL REFS.: ORC 2305.23; 2305.231  
3313.537; 3313.5310; 3313.5311; 3313.5312; 3313.5314; 3313.539;  
3313.66; 3313.661; 3313.664  
3315.062  
3319.303  
3321.04  
3707.52  
OAC Chapter 3301-27

CROSS REFS.: IGCH, College Credit Plus (Also LEC)  
IGD, Cocurricular and Extracurricular Activities  
IGDK, Interscholastic Extracurricular Eligibility  
IKF, Graduation Requirements  
JECBA, Admission of Exchange Students  
JECBC, Admission of Students from Non-Chartered or Home Schooling  
JGD, Student Suspension  
JGE, Student Expulsion  
JN, Student Fees, Fines and Charges  
Student Handbooks

*NOTE: Districts are required to allow resident students enrolled in community schools (House Bill (HB) 487 (2014)), STEM and STEAM schools to participate in the district's extracurricular activities.*

*HB 59, effective September 29, 2013, requires districts to allow resident students who are receiving home instruction to participate in extracurricular activities at the school to which they would be assigned. Districts are also required to allow resident students attending a chartered or non-chartered nonpublic school to participate in extracurricular activities in the school to which the student would be assigned if the activity is one that the nonpublic school they are enrolled in does not offer. Students participating under these provisions must be of the appropriate grade and age level as determined by the superintendent and must meet the same academic, nonacademic and financial requirements as any other student. Districts are prohibited from imposing additional rules or fees on a student participating under these provisions that are not applied to other students participating in the same program.*

*Senate Bill (SB) 3 (2016) added Ohio Revised Code (RC) 3313.5314 stating that students attending the district or homeschool, nonpublic school, community school, STEM and STEAM school students otherwise eligible to participate in extracurricular activities in the district cannot be denied the opportunity to participate in extracurricular activities in the district solely because of their participation in CCP. Students still must meet the district eligibility requirements.*

*Districts may allow nonpublic, community, STEM and STEAM school students who are not eligible to enroll in the district the opportunity to participate in an extracurricular activity operated by a school of the district if the activity is one the school the student is enrolled in does not offer, and the activity is not interscholastic athletics or interscholastic competitions in music, drama or forensics. The superintendent may also allow a homeschool student not eligible to enroll in the district to participate in an extracurricular activity offered by one of the schools if it is an activity the district in which they are eligible to enroll does not offer.*



*SB 3 (2016) also allows the superintendent to allow a nonresident student attending a nonpublic school located in the district the ability to participate in an activity that is interscholastic athletics or interscholastic competitions in music, drama or forensics provided certain criteria are met.*

*HB 49 (2017) revised language in RC 3313.5310 requiring a student wishing to participate in athletics to submit a form signed by the student and parent stating that both have received and reviewed a copy of the sudden cardiac arrest guidelines. The change requires the form to be submitted once annually, rather than each school year for every athletic activity in which the student participates.*

### Concussion Management

*HB 143 (effective April 23, 2012) added requirements to State law for concussion management in athletics. The specific requirements are outlined in Section RC 3313.539. The law states that if districts are subject to the rules of an interscholastic athletic conference, they will be in compliance if the rules of the organization are substantially similar to that of State law. Districts who are part of the Ohio High School Athletic Association (OHSAA) should already be implementing procedures that are similar to what is now in State law. If your district is not a member of OHSAA, or has sports that are not recognized as OHSAA sports, check with your regulatory organization to ensure compliance with State law.”*

*OHSAA has already made a concerted effort to provide educational resources to member schools on concussion management. This information is outlined in the OHSAA Bylaws and sports regulations.*

*Specifically, OHSAA has adopted the following sports regulation:*

*“Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional.” HB 487 (2014) amended the requirements for who can clear a student to return to practice or play, after the student was removed for exhibiting signs or symptoms of a concussion. The requirements are outlined in RC 3313.539.*

*OHSAA has further defined parameters to guide OHSAA licensed officials, medical personnel and member schools in implementing these guidelines. Information is provided by OHSAA on recognizing signs and symptoms consistent with a concussion. Specific guidelines and expectations for coaches, officials, and students for concussion management are outlined in the OHSAA general sports regulations. Details are additionally outlined in these regulations for when athletes can be returned to play and who is able to decide whether a student is fit to return to practice or competition.*

*HB 143 amended the requirements for the issuing or renewal of a pupil-activity program permit to coach interscholastic athletics. These permits are issued by the Ohio Department of Education. To receive a first time permit, each individual must successfully complete a training program that is specifically focused on brain trauma and brain injury management. To renew a permit, individuals must present evidence that they have successfully completed a training program in recognizing the symptoms of concussions and head injuries within the previous three years.*

*OHSAA has a Web page dedicated to sports safety, which includes links to concussion resources. Visit <http://www.ohsaa.org/sportssafety> for more information.*

*Requirements for coverage by insurance and for physical examinations might be part of such a policy or these could be dealt with under Student Insurance Program and Physical Examinations of Students and cross-referenced from this page. Another source of information would be the student handbook.*

***THIS IS A REQUIRED POLICY***



**INTERDISTRICT OPEN ENROLLMENT**  
**(Do Not Participate)**  
~~ADMISSION OF INTERDISTRICT TRANSFER STUDENTS~~  
~~(Version 1)~~

The Board does not participate in an open enrollment program for students from other districts and does not accept such students.

**The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.**

**Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.**

**If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.**

[Adoption date:]

LEGAL REFS.: ORC 3313.64; 3313.978; 3313.983  
Chapter 3327  
OAC 3301-48-02

***NOTE: Districts are required to notify the ODE of any change to this policy within 30 days of adoption. ODE also may request a district to report any complaints filed or received regarding its open enrollment policy and may request documentation to verify open enrollment policies are being adhered to and complaints are being addressed. This oversight may include on-site visits.***

***Senate Bill 216 (2018) enacted Ohio Revised Code 3301.68 requiring ODE to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.***

*The report must require each district or school to denote “yes” to indicate compliance or “no” to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:*

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district’s or school’s compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

*If a district or school denotes “no” on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.*

***THIS IS A REQUIRED POLICY***

## STUDENT ABSENCES AND EXCUSES

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

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless or
11. as determined by the Superintendent.

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

File: JED

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

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

[Adoption date:]

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

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

*NOTE: In 2009, the Ohio General Assembly enacted House Bill (HB) 1, which directed school districts to count – up to 24 school hours as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to a board-approved enrichment activity or an extracurricular activity. The student is required to make up all missed classroom assignments.*

*In addition, if the student will be out of the state for 24 or more consecutive school hours for a board-approved enrichment activity or extracurricular activity, a classroom teacher employed by the board must accompany the student to provide instructional assistance.*

***THIS IS A REQUIRED POLICY***

## HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

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

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



File: JFCF

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

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students **and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.**

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:]

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  
**3301.68**  
3313.666; 3313.667  
3319.073; 3319.321

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

*NOTE: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.*

*Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.*

*The Children's Internet Protection Act added a requirement that effective July 1, 2012, all school districts participating in the E-Rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response and to develop an educational plan to implement the program. Helpful resources are available at OnGuardOnline.gov.*

*HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code Section (RC) 3313.666.*

***Senate Bill 216 (2018) enacted RC 3301.68 requiring the Ohio Department of Education (ODE) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.***

*The report must require each district or school to denote “yes” to indicate compliance or “no” to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:*

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district’s or school’s compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

*If a district or school denotes “no” on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.*

***THIS IS A REQUIRED POLICY***

## WEAPONS IN THE SCHOOLS

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

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

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

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

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

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

*(Permissive language)*

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

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.

2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

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

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

*(Permissive language)*

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

[Adoption date:]

LEGAL REFS.: 18 USC 921  
20 USC 2701 et seq., Title IX 9001-9005  
Gun-Free Schools Act; 20 USC 7151  
ORC 2923.122  
3313.66; 3313.661; 3313.662  
3321.13

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

***NOTE: THIS IS A REQUIRED POLICY***

## STUDENT DISCIPLINE

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

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

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

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

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

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

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

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

[Adoption date:]

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

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

*NOTE: House Bill (HB) 410 (2016) prohibits districts from extending a suspension into the next school year if there are less than 10 days remaining in the current school year. The superintendent may instead require the student to complete community service or another alternative consequence determined appropriate. Districts also are prohibited from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.*

***HB 318 (2018) restricts out-of-school suspensions and expulsions for students in grades pre-K through three unless the behavior rises to a certain level specified in State law. It is recognized that these forms of discipline are commonly used as a behavior management tool and therefore the General Assembly established a gradual phase in.***

*For each of the school years 2018-2019, 2019-2020, 2020-2021 and 2021-2022 each school district must report to Ohio Department of Education (ODE) the number of out-of-school suspensions and expulsions issued to a student in grades pre-K through three categorized by the following offenses:*

- *Type 1 - A serious offense for which suspension or expulsion is required or authorized by law*
- *Type 2 - An offense not classified as a Type 1 serious offense, but for which the school determined suspension or expulsion was necessary to protect the immediate health and safety of the student, the student's classmates, or the staff and teachers*
- *Type 3 - Any other offense not described above*

*Using the numbers reported for the 2018-2019 school year as a baseline each district must reduce the number of Type 3 suspensions and expulsions according to the following schedule to be in compliance with the revised law:*

- *2017-2018 and 2018-2019 – 0% reduction in Type 3 suspensions and expulsions*
- *2019-2020 – 25% reduction in Type 3 suspensions and expulsions*
- *2020-2021 – 50% reduction in Type 3 suspensions and expulsions*
- *2021-2022 – 100% reduction in Type 3 suspensions and expulsions*

*For the 2021-2022 school year and going forward all suspensions and expulsions for students in any of grades pre-K through three can only be for Type 1 or Type 2 offenses. Type 3 offenses must be at zero.*

*Reporting after the 2021-2022 school year will only be required if ODE determines that continued reporting of the information is needed to effectively carry out the requirements of HB 318.*

*HB 318 also makes clear that in-school-suspensions are to be served in a “supervised learning environment”.*



## STUDENT SUSPENSION

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

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

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

**The District permits students to complete any classroom assignments missed due to suspension.**

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

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within **one school day** ~~24 hours~~, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
  - A. Superintendent; ~~and~~

~~B. Treasurer and~~

~~B.C.~~ student's school record (not for inclusion in the permanent record).

6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

### Appeal Procedure

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

### Appeal to the Court

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

[Adoption date:]

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

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

*NOTE: House Bill (HB) 410 (2016) prohibits districts from extending a suspension into the next school year if there are less than 10 days remaining in the current school year. The superintendent may instead require the student to complete community service or another alternative consequence determined appropriate. Districts also are prohibited from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.*

***HB 318 (2018) restricts out-of-school suspensions and expulsions for students in grades pre-K through three unless the behavior rises to a certain level specified in State law. It is recognized that these forms of discipline are commonly used as a behavior management tool and therefore the General Assembly established a gradual phase in.***

***For each of the school years 2018-2019, 2019-2020, 2020-2021 and 2021-2022 each school district must report to Ohio Department of Education (ODE) the number of out-of-school suspensions and expulsions issued to a student in grades pre-K through three categorized by the following offenses:***

- ***Type 1 - A serious offense for which suspension or expulsion is required or authorized by law***
- ***Type 2 - An offense not classified as a Type 1 serious offense, but for which the school determined suspension or expulsion was necessary to protect the immediate health and safety of the student, the student's classmates, or the staff and teachers***
- ***Type 3 - Any other offense not described above***

***Using the numbers reported for the 2018-2019 school year as a baseline each district must reduce the number of Type 3 suspensions and expulsions according to the following schedule to be in compliance with the revised law:***

- ***2017-2018 and 2018-2019 – 0% reduction in Type 3 suspensions and expulsions***
- ***2019-2020 – 25% reduction in Type 3 suspensions and expulsions***
- ***2020-2021 – 50% reduction in Type 3 suspensions and expulsions***
- ***2021-2022 – 100% reduction in Type 3 suspensions and expulsions***

***For the 2021-2022 school year and going forward all suspensions and expulsions for students in any of grades pre-K through three can only be for Type 1 or Type 2 offenses. Type 3 offenses must be at zero.***

***Reporting after the 2021-2022 school year will only be required if ODE determines that continued reporting of the information is needed to effectively carry out the requirements of HB 318.***

***THIS IS A REQUIRED POLICY***

## EMERGENCY REMOVAL OF STUDENT

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

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

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

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

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

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

[Adoption date:]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

File: JGDA

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

***THIS IS A REQUIRED POLICY***

## STUDENT EXPULSION

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

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

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

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

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

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

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

### Permanent Exclusion

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

Appeal to the Board

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

Appeal to the Court

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

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

[Adoption date:]

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

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

*NOTE: House Bill (HB) 410 (2016) prohibits districts from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.*

***HB 318 (2018) restricts out-of-school suspensions and expulsions for students in grades pre-K through three unless the behavior rises to a certain level specified in State law. It is recognized that these forms of discipline are commonly used as a behavior management tool and therefore the General Assembly established a gradual phase in.***

***For each of the school years 2018-2019, 2019-2020, 2020-2021 and 2021-2022 each school district must report to Ohio Department of Education (ODE) the number of out-of-school suspensions and expulsions issued to a student in grades pre-K through three categorized by the following offenses:***

- ***Type 1 - A serious offense for which suspension or expulsion is required or authorized by law***
- ***Type 2 - An offense not classified as a Type 1 serious offense, but for which the school determined suspension or expulsion was necessary to protect the immediate health and safety of the student, the student's classmates, or the staff and teachers***
- ***Type 3 - Any other offense not described above***

***Using the numbers reported for the 2018-2019 school year as a baseline each district must reduce the number of Type 3 suspensions and expulsions according to the following schedule to be in compliance with the revised law:***

- ***2017-2018 and 2018-2019 – 0% reduction in Type 3 suspensions and expulsions***
- ***2019-2020 – 25% reduction in Type 3 suspensions and expulsions***
- ***2020-2021 – 50% reduction in Type 3 suspensions and expulsions***
- ***2021-2022 – 100% reduction in Type 3 suspensions and expulsions***

***For the 2021-2022 school year and going forward all suspensions and expulsions for students in any of grades pre-K through three can only be for Type 1 or Type 2 offenses. Type 3 offenses must be at zero.***

***Reporting after the 2021-2022 school year will only be required if ODE determines that continued reporting of the information is needed to effectively carry out the requirements of HB 318.***

***THIS IS A REQUIRED POLICY***



## PHYSICAL EXAMINATIONS OF STUDENTS

The District requires health records of students under the following circumstances.

1. Kindergarten and first-grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

**The District screens students for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade in a manner determined by the Board. The District notifies parents, prior to August 1 of the year in which the pupil is required to be screened and gives parents the opportunity to submit a written statement excluding their children. If the results of any screening reveal the possibility of special learning needs, the District conducts further assessment in accordance with State law.**

**The District reports compliance with these screening requirements to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.**

**If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.**

Parents have the right to refuse to allow their child to participate in nonemergency invasive physical examinations or screenings. Invasive physical exam is defined as any "medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis exam."

The District notifies parents, on an annual basis, of the administration of **additional** health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC **3301.68**  
3313.50; 3313.671; 3313.673; 3313.68; 3313.73  
**Chapter 3323**

CROSS REFS.: JEC, School Admission  
JHC, Student Health Services and Requirements  
JHCB, Immunizations

**NOTE:** *The District may administer the required kindergarten/first grade screenings directly or contract with another person or governmental entity. The Board also may establish a list of approved providers of screening services and request the parents utilize one of the providers, if the Board requests for screenings to be obtained by the parents, they must provide them with the list of providers and also provide information on screening services available in the community to those who cannot afford them.*

*Senate Bill 216 (2018) enacted Ohio Revised Code 3301.68 requiring the Ohio Department of Education (ODE) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.*

*The report must require each district or school to denote “yes” to indicate compliance or “no” to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:*

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district’s or school’s compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

File: JHCA

***If a district or school denotes “no” on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.***

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS  
(Restraint and Seclusion)

Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a systemwide basis **for the purpose of improving academic and social outcomes and increasing learning for all students**. The Board directs the Superintendent/ designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
  - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
  - B. uses pressure point, pain compliance or joint manipulation techniques or
  - C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment;
4. child endangerment, as defined by Ohio Revised Code Section (RC) 2919.22;
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
7. chemical restraint;
8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or

10. seclusion in a locked room or area.

### Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

### Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

### Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

### Training and Professional Development

**The District provides professional development or continuing education in PBIS, as part of the implementation of the PBIS framework in accordance with State law. The District's professional development committee monitors this training and establishes model professional development courses.**

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a systemwide basis.

**Compliance with training requirements is reported to the Ohio Department of Education (ODE) by November 30 annually through the consolidated school mandate report.**

**If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.**

### Data and Reporting

Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the ~~Ohio Department of Education (ODE)~~, as requested by ODE.

Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

[Adoption date:]

LEGAL REF.: ORC 2919.22  
**3301.68**  
**3319.237**  
3319.46  
3326.11  
3328.24  
OAC 3301-35-15  
3301-37-10

CROSS REFS.: IGBA, Programs for Students with Disabilities  
JF, Student Rights and Responsibilities  
JGA, Corporal Punishment  
JH, Student Welfare  
JHF, Student Safety

*NOTE: Beginning with the 2013/2014 school year, districts are required to develop policies dealing with seclusion, restraint and PBIS. The requirement stems from Ohio Administrative Code 3301-35-15, which was finalized through the Joint Committee on Agency Rule Review (JCARR) on April 8, 2013. Prior to rule finalization, the State Board of Education (SBOE) adopted an accompanying model policy in January 2013. The rule requires district policies and procedures to be consistent with the SBOE policy.*

File: JP

*Policies and procedures dealing with seclusion and restraint are required to be posted on the district's website and parents must be notified annually of district policies and procedures dealing with seclusion and restraint.*

*House Bill (HB) 178 (2014) extends these requirements to community and STEM schools.*

***HB 318 (2018) requires SBOE to revisit its existing rule (OAC 3301-35-15) on PBIS to create a new PBIS framework. School districts are required to implement a PBIS framework that complies with the amended or updated SBOE policy.***

***THIS IS A REQUIRED POLICY***



File: GBIA (Also IG DFA)

## **NEW POLICY**

File: GBIA (Also IG DFA)

Crowdfunding campaigns on behalf of the District, or any school within the District by any school employee or official is prohibited. Staff is not permitted to use the name of the District or any of its schools, or any images or text related to the District, in any online fundraising effort or campaign.

[Adoption date:]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC Section 1232g  
ORC 9.38  
2921.43  
3313.51  
3319.321

CROSS REFS.: GBCA, Staff Conflict of Interest  
GBI, Staff Gifts and Solicitations  
IGDF, Student Fundraising Activities  
KH, Public Gifts to the District  
KI, Public Solicitations in the Schools



File: IG DFA (Also GBIA)

## **NEW POLICY**

File: IG DFA (Also GBIA)

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## SCHOOL BOARD LEGAL STATUS

*(Add for local, city, exempted village school districts and educational service centers.)*

The Ohio General Assembly has delegated responsibility for the conduct of public schools in each school district to a local board of education. Boards of education are political subdivisions of the state and members of a board are officials elected by the citizens of a district to represent them in the management of the public schools.

Legally, a board of education is a body politic and corporate, capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing and disposing of real and personal property; and taking and holding in trust for use of the district any grant or gift of land, money or other personal property.

The Board of the Garfield Heights City Schools School District is composed of five members elected by the citizens of the District. A regular term is four years.

*(Add for joint vocational school districts.)*

The Ohio General Assembly has delegated responsibility for the conduct of a Joint Vocational School District (JVSD) to a local board of education. Boards of education are political subdivisions of the state. Members of the Board are officials appointed by the participating districts.

Legally, a board of education is a body politic and corporate, capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing and disposing of real and personal property; and taking and holding in trust for use of the District any grant or gift of land, money or other personal property.

The Board of \_\_\_\_\_ Joint Vocational School District is composed of \_\_\_\_\_ members. Members are appointed to the JVSD Board by the participating districts in accordance with the JVSD plan. A member will not be appointed to the JVSD Board unless they meet the qualifications of State law. Members serve for three years.

[Adoption date:]

LEGAL REFS.: ORC 3311.01; 3311.02; 3311.03; 3311.04; 3311.05; **3311.056**; 3311.19  
3313.01; 3313.02; 3313.09; 3313.17

CROSS REFS.: AA, School District Legal Status  
BBA, School Board Powers and Duties  
BBB, School Board Elections

*NOTE: A statement under this code is usually statutory and informational in nature, not a “policy” in the strict sense of the word. Included under this code are the number of board members and the length of a regular term.*

*A local district should cite Ohio Revised Code Section (RC) 3311.03 and 3313.01; a city district should cite RC 3311.02 and 3313.02; an exempted village school district should cite RC 3311.04. Joint vocational school districts (JVSD) should refer to RC 3311.19, and educational service centers (ESC) should refer to RC 3311.05 and 3313.01.*

*Senate Bill 3 (2016) revised several of the requirements made by House Bill (HB) 59 (2013), impacting the governance structure of JVSD boards. Members are to be appointed to a JVSD board for a three-year term and no longer are limited to two consecutive terms. SB 3 also removed specific qualifications board members must meet. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:*

- *a current elected board member of a JVSD member school board or*
- *an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*

*Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members’ terms of office.*

***Under RC 3311.056, an ESC governing board may adopt a plan to add appointed board members. The plan may provide for adding up to one less than the total number of elected members on the board, provided the total number of elected and appointed members combined is an odd number. The plan must define the term of the appointed members and members must be appointed by a majority vote of the full number of elected ESC board members, the plan also must address how vacancies will be filled. The plan must specify the qualifications of the appointed board members including the experience, knowledge, and skills that advance the mission and vision of the service center and the appointed members may be representative of the client school districts of the service center that are not otherwise represented on the board. The plan and any revisions to or rescission of the plan must be submitted to the State Board of Education for approval. ESCs with an approved plan may customize this policy to reflect the inclusion of appointed members.***

## EMERGENCY MANAGEMENT AND SAFETY PLANS

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies or hazards include, but are not limited to, an active shooter, hostage situations, bomb threats, bullying, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

### Comprehensive Emergency Management Plan and Test

The Superintendent/designee develops a comprehensive emergency management plan meeting State law requirements for each building. The plan establishes protocols for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students. The plan includes a floor plan unique to each floor of the building, a site plan including all building property and surrounding property, and an emergency contact sheet. The plan is kept in a secure location and is not considered a public record.

A copy of each school building's current comprehensive emergency management plan is filed with the Ohio Department of Education, the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan to be updated every three years and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes.

An emergency management test is conducted annually in accordance with State law.

### Emergency Drills

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law.

[Adoption date:]

LEGAL REFS.: ORC 149.433  
2305.235  
2923.11  
3301.56  
3313.20; 3313.536; 3313.717; 3313.719; **3313.951**  
3314.03; 3314.16  
3701.85  
3737.73; 3737.99  
OAC 3301-5-01

CROSS REFS.: EBAA, Reporting of Hazards  
EBBA, First Aid  
EBBC, Bloodborne Pathogens  
ECA, Buildings and Grounds Security  
ECG, Integrated Pest Management  
EEAC, School Bus Safety Program  
EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFH, Food Allergies  
GBE, Staff Health and Safety  
JHCD, Administering Medicines to Students  
JHF, Student Safety  
KBCA, News Releases  
KK, Visitors to the Schools  
Emergency Management and Safety Plans Handbook

*NOTE: THIS IS A REQUIRED POLICY*



## COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

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

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

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

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

The following guidelines govern the student activity programs.

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

6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Activities must be open to all students, regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.
8. Activities must not place undue burdens upon students, teachers or schools.
9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.
12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the student code of conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.
13. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program that involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and State law.
14. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
15. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.

16. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
17. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
18. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.
19. Resident students receiving home instruction in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

[Adoption date:]

LEGAL REFS.: ORC 3313.537; 3313.5311; 3313.5312; 3313.5314; 3313.58; 3313.59;  
3313.664  
3315.062  
3319.16  
3321.04  
Chapter 4112  
OAC 3301-27-01  
3301-35-06

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

IGDG, Student Activities Funds Management  
IGDJ, Interscholastic Athletics  
IGDK, Interscholastic Extracurricular Eligibility  
JECBC, Admission of Students from Non-Chartered or Home Schooling  
JED, Student Absences and Excuses  
**JFCJ, Weapons in the Schools**  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
JL, Student Gifts and Solicitations  
JN, Student Fees, Fines and Charges  
KGB, Public Conduct on District Property  
KK, Visitors to the Schools  
Student Handbooks

*NOTE: Districts are required to allow resident students enrolled in community schools (House Bill (HB) 487 (2014)), STEM and STEAM schools to participate in the district's extracurricular activities.*

*HB 59, effective September 29, 2013, requires districts to allow resident students who are receiving home instruction to participate in extracurricular activities at the school to which they would be assigned. Districts are also required to allow resident students attending a chartered or non-chartered nonpublic school to participate in extracurricular activities in the school to which the student would be assigned if the activity is one that the nonpublic school they are enrolled in does not offer. Students participating under these provisions must be of the appropriate grade and age level as determined by the superintendent and must meet the same academic, nonacademic and financial requirements as any other student. Districts are prohibited from imposing additional rules or fees on a student participating under these provisions that are not applied to other students participating in the same program.*

*Senate Bill (SB) 3 (2016) added Ohio Revised Code 3313.5314 stating that students attending the district or homeschool, nonpublic school, community school, STEM and STEAM school students otherwise eligible to participate in extracurricular activities in the district cannot be denied the opportunity to participate in extracurricular activities in the district solely because of their participation in CCP. Students still must meet the district eligibility requirements.*

*Districts may allow nonpublic, community, STEM and STEAM school students who are not eligible to enroll in the district the opportunity to participate in an extracurricular activity operated by a school of the district if the activity is one the school the student is enrolled in does not offer, and the activity is not interscholastic athletics or interscholastic competitions in music, drama or forensics. The superintendent may also allow a homeschool student not eligible to enroll in the district to participate in an extracurricular activity offered by one of the schools if it is an activity the district in which they are eligible to enroll does not offer.*

*SB 3 (2016) also allows the superintendent to allow a nonresident student attending a nonpublic school located in the district the ability to participate in an activity that is interscholastic athletics or interscholastic competitions in music, drama or forensics provided certain criteria are met.*

*School districts must count – up to 24 hours per school year as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to participate in a board-approved enrichment activity or an extracurricular activity. The student is required to make up all missed classroom assignments.*

File: IGD

*In addition, if the student will be out of the state for 24 or more consecutive school hours for a board-approved enrichment or extracurricular activity, a classroom teacher employed by the board must accompany the student to provide instructional assistance.*

*For boards developing policy without the assistance of an OSBA consultant, this category is useful for general policy on student activities and for establishing definitions.*

***THIS IS A REQUIRED POLICY***

## STUDENT CONDUCT (Zero Tolerance)

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

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

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

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

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

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

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

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

[Adoption date:]

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

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

*NOTE: In accordance with State law, all boards of education are required to have a "zero tolerance" policy. Although this policy satisfies the provision of law, administrators are encouraged to develop a comprehensive list of rules for students – the actual codes of conduct – with corresponding disciplinary sanctions for violations.*



***House Bill (HB) 318 (2018) requires each school district’s “zero tolerance” policy to comply with HB 318’s provisions on suspending and expelling students in grades pre-K through three, the State Board of Education’s (SBOE) positive behavioral interventions and supports framework, and the SBOE’s standards for the use of physical restraint or seclusion on students.***

*House Bill (HB) 410 (2016) removed the requirement for districts to include excessive truancy in zero tolerance policies. HB 410 also prohibits districts from extending a suspension into the next school year if there are less than 10 days remaining in the current school year. The superintendent may instead require the student to complete community service or another alternative consequence determined appropriate. Districts also are prohibited from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.*

*The Children’s Internet Protection Act added a requirement that effective July 1, 2012, all school districts participating in the E-Rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Districts must also develop an educational plan to implement the program. Helpful resources for educational plan development are available at OnGuardOnline.gov.*

*This list of rules should be published in student handbooks, made available to parents, reviewed and revised yearly and approved by the board. When approved by the board, provisions in student handbooks carry the same legal status as board policies.*

***THIS IS A REQUIRED POLICY***

## PUBLIC GIFTS TO THE DISTRICT

Gifts, grants or bequests are accepted by the Board, provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

Any person or organization desiring to give a gift or make a grant or bequest to the Board must contact the Superintendent, who submits the request to the Board.

Proposals for giving funds, equipment or materials to the District with a “matching” agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board’s policy of standardizing materials and equipment.

Whenever the District has an established project, contributions that reduce the cost or hasten the completion are welcome.

[Adoption date:]

LEGAL REFS.: ORC 9.20  
3313.17; 3313.36

CROSS REFS.: BHD, Board Member Compensation and Expenses  
FEE, Site Acquisition Procedure  
**GBIA, Online Fundraising Campaigns/Crowdfunding (Also IG DFA)**

## PUBLIC SOLICITATIONS IN THE SCHOOLS

No person may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Superintendent or the Board. This policy does not prohibit any school fundraising activity authorized by the Superintendent or other appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must not interfere with the classroom work of the teachers.

The school directory or lists of students are not made available to any outside person or agency for a profit-making purpose.

[Adoption date:]

LEGAL REFS.: ORC 2921.43  
3319.321

CROSS REFS.: GBI, Staff Gifts and Solicitations  
**GBIA, Online Fundraising Campaigns/Crowdfunding (Also IG DFA)**  
KG, Community Use of School Premises (Equal Access)  
KK, Visitors to the Schools

FILE: JEB

## ENTRANCE AGE

(Mandatory Kindergarten)

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten.  
Each child who is six years of age on or before August 1 who has successfully completed kindergarten is eligible to enroll in first grade.

[Adoption date: ]

LEGAL REF,: ORC 3321.01

Cross REFS,: IKEB, Acceleration

JEA, Compulsory Attendance Ages

JEBA, Early Entrance to Kindergarten

**STUDENT/PARENT HANDBOOK**

**GARFIELD HEIGHTS CITY SCHOOL DISTRICT**

**Pupil Services Department**

**Terrance Olszewski,  
Superintendent of Schools**

**Gordon Dupree, Ph.D.  
Director of Pupil Services**

**School Year 2018- 2019**

**FROM THE GARFIELD HEIGHTS CITY SCHOOLS BOARD OF EDUCATION**

Our district's mission statement is:

To educate, guide, and ensure all students graduate prepared to meet high expectations and serve as responsible citizens in a global society.

Vision: Transforming Lives by Instilling 21<sup>st</sup> Century Skills

**THE GARFIELD HEIGHTS BOARD OF EDUCATION MEMBERS**

Gary Wolske, President  
Christine A. Kitson, Vice President  
Robert A. Dobies, Sr., Member  
Joan Chamberlin, Member  
Joseph M. Juby, Member

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## **District Profile**

### **Superintendent Terrance Olszewski**

#### **Overview**

The Garfield Heights City Schools is a dynamic inner-ring district in the Greater Northeast Ohio area. The school district serves a community of approximately 25,000 residents, and seeks to advance a positive reflection of the community which surrounds it.

The GHCS serves approximate 3,600 students yearly, and is comprised of seven facilities as its total campus, including one high school, one middle school (serving grades 6, 7 and 8) and three elementary schools (serving grades K-5). The Garfield Heights City Schools employs approximately 500 administrators, teachers and staff members, all dedicated to the mission and vision of the district.

Specifically, the mission of the Garfield Heights City Schools is *to educate, guide, and ensure all students graduate prepared to meet high expectations and serve as responsible citizens in a global society.*

In helping to accomplish that mission, and in looking toward the future, the district's vision is *transforming lives by instilling 21<sup>st</sup> Century skills.*

#### **Academics**

In terms of academics, the schools certainly have their bright spots. Namely, Garfield Heights City Schools garners one of the highest senior graduation rates among inner-ring schools at 93%. Courses available to students at Garfield Heights High School seek to truly prepare students for their next respective academic steps, and include such classes as Advanced Placement Government, AP American History and AP English. Additionally, 19 Honors Courses are offered at High School, including Honors Anatomy and Physiology, Honors Chemistry and Honors Physical Science. Offering such programming and classes resulted in more than \$4 Million in scholarships and grants were awarded to the Class of 2016.

By way of technical training, more than 27 Career Technical programs are offered to junior and seniors through involvement with Cuyahoga Valley Career Center, including Computer Program and Digital Design, Dental Hygiene, Health Careers and Engineering Tech. Garfield Heights City Schools sends the highest number of students to the Career Center among the eight participating school districts

The Learning Center at the Garfield Heights City Schools is an innovative approach which provides supplemental academic and behavioral support in a flexible, non-traditional environment for high school students who require credit recovery needs.

#### **Facilities**

The Garfield Heights City Schools features top quality facilities that create a welcoming and instructive learning environment. Maple Leaf Intermediate school and Elmwood Elementary school have benefitted from an approximate \$18 million investment from the OSFC, which has come at no cost to the taxpayers of the City of Garfield Heights, and have completely

renovated classrooms, upgraded technology, improved instructional materials and lifted the academic outlook at these K-5 Buildings. Safety and security is a top priority at all buildings, where major investments for camera technology, additional security staff and computer programming have been recently upgraded. The pinnacle of such upgrades have been the addition of two full-time Student Resource Officers being placed at the high school and middle school, through a collaborative partnership with the City of Garfield Heights.

### **Co-Curricular Activities**

In terms in extra and co-curricular activities, there are student lead organizations that exist in the Garfield Heights City Schools that provide an opportunity for students to develop their communication, leadership, teamwork and decision making skills. Some are athletic in nature and others promote community and volunteerism. The school's Academic Challenge Team is a consistent regional and state finalist. And, the Garfield Heights High School Music Express is a 'one-of-a-kind' experience, presenting the schools' finest talent in dancing and singing, all combined into one award-winning performance. The Garfield Heights City Schools strongly promotes community activism amongst its student body as well, manifesting itself in student groups at the high school such as Students of Service (S.O.S.) all the way to the elementary levels through organizations such as the "K-Kids" (Kiwaniis Kids).

### **Technology**

Pursuing the latest equipment, software and resources in technology is also a top priority of the Garfield Heights City Schools. At present, there is one device for every two students district-wide. This extraordinary reality permits students at all grade levels to experience a seamless transition from curriculum advances to technological applications. When trends in technology emerge, the Garfield Heights City Schools' technology team, bandwidth and scope of operations is prepared. Each building, K-12, maintains a computer lab where curriculum, etiquette and other skills are taught. In addition, carts with Chromebooks and iPads are available to the district's youngest students. In all, technology is a top priority for the Garfield Heights City Schools.

### **Communications and Community Partnerships**

The Garfield Heights City Schools maintains a strong commitment to communication, where you can regularly find more info on the district at FACEBOOK, Twitter, and on our local cable access channel GHTV. The district website is a primary conveyor for information about the district as well. In terms of partnerships, the Garfield Heights City Schools recognizes its place in the community and seeks to meaningfully align itself with public entities such as the City of Garfield Heights, the Garfield Heights Municipal Court and the Garfield Heights Chamber of Commerce. Through its "Bulldog Business Partnership," the school district maintains mutually beneficial relationships with top community employers such as Marymount Hospitals, Overdrive Technologies, Giant Eagle, Royal Landscaping, First Federal of Lakewood and others.

Thank you for visiting us online. We're confident that your experience with The Garfield Heights City Schools will be a pleasant one!

**STUDENT/PARENT HANDBOOK INTRODUCTION**  
for the  
**GARFIELD HEIGHTS CITY SCHOOL DISTRICT**  
Garfield Heights, Ohio 44125

Welcome to the Garfield Heights City Schools. We are pleased to have you as students and parents and we will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, we publish this updated Student/Parent Handbook annually and post it on the district website to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take time to review and discuss the information in this Handbook with their school-age children. Teachers and administrators also review this Handbook with students.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact your child's building administrator.

<b>Garfield Heights High School</b>	<b>Elmwood Elementary School</b>
4900 Turney Road	5275 Turney Road
Phone: (216) 662-2800	Phone: (216) 475-8110
FAX: (216) 271-6183	FAX: (216) 475-8371
<b>Garfield Heights Middle School</b>	<b>William Foster Elementary School</b>
12000 Maple Leaf Drive	12801 Bangor Avenue
Phone: (216) 475-8105	Phone: (216) 475-8123
FAX: (216) 475-8146	FAX: (216) 475-8080
<b>Maple Leaf Elementary School</b>	<b>Maintenance &amp; Transportation</b>
5764 Turney Road	4900 Turney Road
Phone: (216) 662-3800	Phone: (216) 332-0359
FAX: (216) 662-9949	FAX: (216) 441-8964

The student hours for the elementary schools are 8:15 am- 2:45 pm  
The student hours for the middle school and the high school are 7:30 am- 2:20 pm

## **PURPOSE OF THIS HANDBOOK**

This Parent/Student Handbook was developed to help:

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

## **EQUAL EDUCATION OPPORTUNITIES**

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

Complaints about violations of the Equal Opportunities section above should contact the district Compliance Officer. The Compliance Officer can provide additional information concerning equal access to educational opportunity. The Compliance Officer for the Garfield Heights City Schools is the assistant-superintendent of schools. The phone number for that office is (216) 475-8100.

## **SCHOOL ATTENDANCE AREAS**

The Board determines attendance areas for the various schools of the district. The superintendent recommends boundary lines, taking into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns. Except as the foregoing factors influence boundary lines, the area established should permit each student to attend the school nearest her/his place of residence.

Students are expected to attend the schools in the areas in which they live. Exceptions may be made within Board policy or may be made in the best interests of the students and/or the schools.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

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

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

## **COMPULSORY SCHOOL ATTENDANCE**

Children between the ages of 6 and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the standards prescribed by the state Board of Education until one of the following occurs:

1. The person receives a diploma or a GED granted by the Board or other governing authority indicating that such student has successfully completed all state and local requirements.
2. The person receives an Age and Schooling Certificate (work permit) and is enrolled in an equivalent diploma program.
3. The person is excused from school under standards adopted by the state Board of Education pursuant to state law.

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

## **SCHOOL ATTENDANCE POLICY**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is her/his dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

### **EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

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

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

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



## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **ENTRANCE AGE** (Mandatory Kindergarten)

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

## **EARLY ENTRANCE TO KINDERGARTEN**

The Garfield Heights City School District evaluates students for Early Entrance to Kindergarten in accordance with ODE Model Policy for Academic Acceleration. Early entrance to kindergarten for children not age five before January 1 will only be considered if the child is referred by an educator within the district, a preschool educator who knows the child, a pediatrician or psychologist who knows the child, or at the discretion of the principal of the school to which the student may be admitted. A parent may request early entrance to kindergarten if the child turns five years of age after the district's kindergarten entrance date of September 30 and before January 1.

Early entrance should be viewed as a means of meeting a child's needs. The key to determining whether or not early entrance is recommended is to evaluate the student's ability, achievement, and aptitude. Early entrance is designed for the exceptional child who is both academically ready as well as developmentally mature when compared to others his or her chronological age. Early entrance to kindergarten may be permitted if all of the following requirements are met:

1. The child's cognitive ability, academic achievement, and aptitude result in an acceptable composite score on the Iowa Acceleration Scale, 3rd Edition.
2. The child possesses and demonstrates social and emotional characteristics that permit conformity with behavior commonly expected of children in kindergarten.

As required, an Acceleration Evaluation Committee will review the results of the comprehensive evaluation and determine the most appropriate available learning environment for your child. The Acceleration Evaluation Committee Members are:

1. The child's receiving principal or assistant principal
2. A teacher at the grade level to which the student may be accelerated.
3. A parent or legal guardian of the referred student or a representative designated by a parent or legal guardian of the referred child.
4. A gifted education coordinator or gifted intervention specialist. If a gifted coordinator or gifted intervention specialist is not available in the district, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted.

To request early entrance into kindergarten for your child, please follow the steps outlined below:

1. Complete and submit the documents found on the Early Entrance to Kindergarten link on the Garfield Heights City Schools website under the Central Office Gifted department which include the Early Entrance to Kindergarten Application, Early Entrance to Kindergarten Checklist, Early Entrance to Kindergarten Evaluation and Review Permission Form.

2. Provide a copy of your child's birth certificate indicating your child will be turning five during the next school year. Return the items listed above to the Garfield Heights Board of Education/Special Education Department no later than March 31 to ensure evaluation prior to the start of the coming school year.

## **ADMISSION TO SCHOOL**

### **Use of OneView for Initial Enrollment**

All parents/guardians/case workers must use the district's online enrollment program in order to register their students to attend school. The program can be accessed through any computer that has internet access.

After the OneView process is completed, the parent/guardian/caseworker must contact the district Registrar (216/475-8100) for an appointment to complete the registration process.

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. an original, official birth certificate or similar document that has been certified by an agency like the Ohio Department of Health's Bureau of Vital statistics or a court of law.
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations
- E. previous school records
- F. copies of any Individual Education Plans (IEPs), if applicable

We encourage all parents/custodians/caseworkers to have all of the required documents (above) completed so that the enrollment process will proceed smoothly. Lack of complete documentation may result in a delayed entry to school.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Guidance personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

High school students whose transcript files are incomplete will be enrolled as 9<sup>th</sup> graders until the school receives the completed transcripts.

Homeless students who meet the federal definition of homeless may enroll and will be under the district's Liaison for Homeless Children with regard to enrollment procedures.

All students who are living with a parent must be accompanied by a parent at enrollment time.

In addition, if a student resides in the district with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the person in charge; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the district with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit. Neither of these documents grants custody to a grandparent.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent or designee shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records, which are required to be released by DHS to the superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **ADMISSION OF NONRESIDENT STUDENTS**

In order to be eligible for a free public education in the district's schools, a student must be the child of a resident of the district or reside with a grandparent with either power of attorney or caretaker authorization affidavit. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the district or a government agency within the district, the student is entitled to attend district schools and tuition is paid in compliance with state law.

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

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

that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)

7. the student's parent is an employee of the district; (Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
8. the student resides with her/his parent(s) under the care of a shelter for victims of domestic violence;
9. the student is not a resident of the district, does not require special education and resides with her/his grandparent(s), provided that the Board and the board of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the district;

(The grandparent(s) are required to sign all consent forms required by the district, even if the student would remain in the legal custody of the parent(s).)

10. the student is under the age of 22 and her/his parent(s) moved from the district following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
11. the student is under the age of 22 and resides in a new school district because of the death of a parent. (The student is entitled to finish the current school year in the district upon approval of the Board.)

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

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

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

The district may temporarily deny admittance to any student who otherwise may be admitted to the district, if the student has been expelled from the schools of another district and if the period

of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the superintendent/designee to determine the admittance or non-admittance of the student.

### **TUITION STUDENTS**

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the state, based on a per-student cost determined in compliance with state law. Nonresident students must provide all records required of resident students in compliance with state law.

### **ADMISSION OF INTERDISTRICT (OPEN ENROLLMENT) TRANSFER STUDENTS**

The Board does not participate in an open enrollment program for students from other districts and does not accept such students.

### **ADMISSION OF STUDENTS FROM NON-CHARTERED SCHOOLS OR FROM HOME SCHOOLING**

Students seeking admission into the district's schools who have been enrolled in non-chartered schools or home schooling programs may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

In making a placement decision, the superintendent may consider:

1. the student's most recent annual academic assessment report;
2. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for district students of similar age; and
3. other evaluation information that may include interviews with the student and the parent.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

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

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

Copies of the code are available to any parent on the district website. The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the principal.

Adult students (age 18 or older) must follow all school rules. Adult students cannot write or sign their own absence notes, nor can they sign themselves out of school without the permission of their parents.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail



or hand delivery when appropriate. Parents have the option of receiving communication from the school via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish her/his educational goals.

### **STUDENT ABSENCES AND EXCUSES**

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

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

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

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

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

The Board authorizes the superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age

has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

### **EXCESSIVE ABSENCES AND TRUANCY**

It is important that students attend school every day. When students miss significant amounts of school, even if the absences are excused, they miss critical instruction time and learning opportunities. This often has long-term, negative effects on students, such as lower achievement and a greater chance of not graduating on time.

As a response to this, there is a new state law (House Bill 410, passed in December 2016 and effective April 6, 2017) that addresses excessive absences and truancy. A summary of this law is on the next 3 pages.

**Excessive absence** applies to students who miss 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse.

**Truancy** used to be based on days, but it is now it is based on hours. It applies to students who are absent from school for 30 or more consecutive hours without a legitimate excuse; 42 or more hours in a school month without a legitimate excuse; or 72 or more hours in a school year without a legitimate excuse.

Schools will send letters to the parents of students who reach or exceed the number of hours stipulated in the law.

## Excessive Absenteeism House Bill 410 Requirements

Districts and community schools must have local policies that outline their interventions and plans for students who miss too much school. They may amend current policies or create a policy to satisfy HB 410.

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed [House Bill 410](#) to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Updated district policies and procedures should reflect the following changes.

### DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

1. 'Chronic truant' is removed from the law;
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### TRUANCY IS DECRIMINALIZED WITH SEVERAL CHANGES

1. A district must remove 'excessive truancy,' from its zero tolerance policy for violent, disruptive or inappropriate behavior;
2. Students cannot be expelled or suspended (out of school) for being truant (beginning July 1, 2017);
3. A district must take several steps to engage the student and his or her family before filing a complaint

with juvenile court (including parental notification, an absence intervention team and an absence intervention plan detailed below) A complaint cannot be filed until the 61<sup>st</sup> day after failed implementation of an absence intervention plan; or

- a. Unless a child has been absent without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in a school month during the implementation of an absence intervention plan. Juvenile court should consider alternatives to adjudication and adjudication should be used as a last resort.

### STUDENT DISCIPLINE CHANGES

1. Schools may permit students to make up missed work due to out-of-school suspensions per district policy;
2. Schools cannot apply any remaining part or all of a suspension to the following school year, but the superintendent may require a student to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension.

### EMIS REPORTING CHANGES

1. When a district notifies a parent that a student has excessive absences;
2. When a child has been absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year;
3. When a child, who has been adjudicated an unruly child for being a habitual truant, violates the court order regarding that adjudication;
4. When an absence intervention plan has been implemented for a child.

### DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

### DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### **Districts must establish an absence intervention team to be deployed when a student is deemed habitually truant**

The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every child who is habitually truant by identifying specific barriers and solutions to attendance. The team is cross-sector and ideally includes the participation of the student and the parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court.

1. Districts with a chronic absenteeism rate of 5 percent or greater must establish absence intervention teams for students who are habitually truant beginning with the 2017-2018 school year;

2. Schools are permitted to have their own absence intervention teams, but the district is responsible for developing a team if the school does not have one;
3. Membership of each team should vary based on the needs of each individual student, but each team MUST include:
  - a. A representative from the individual's school or district;
  - b. Another representative from the school or district who has a relationship with the child;
  - c. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian.
4. The district or school may consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences.

Please send your questions and comments to [school\\_improvement@education.ohio.gov](mailto:school_improvement@education.ohio.gov) to assist with the Department's development of guidance and training materials.

## **TRUANCY (Unexcused Absence from School)**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. Unexcused absences from school are not acceptable. Students who are truant will receive no credit for school work that is missed.

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

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

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant" and that the child's parent violated the school attendance law.

Intervention strategies for truants may include the following:

1. providing a truancy intervention program for a habitual truant;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles; or
6. taking appropriate legal action.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)

- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the superintendent

### **Notification of Absence**

If a student will be absent, the parents must notify the school office by phone or note (not a text) and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the school office as soon as possible to obtain assignments. The numbers of days the student was absent will equal the number of days the student has to make up the missed work, unless the building administrator deems otherwise.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a state-mandated assessment test or other standardized test, the student should consult with the principal to arrange for administration of the test at another time.

## **TARDINESS**

### **Elementary Level**

A student who is not in her/his assigned location by the tardy bell shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

### **Secondary Level**

Each student is expected to be in her/his assigned location throughout the school day. If a student is late arriving at school, s/he must report to the school office before going to her/his first assigned location.

Students who are tardy to school may be disciplined according to the Student Code of Conduct.

## **VACATIONS DURING THE SCHOOL YEAR**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

## **STUDENT DISMISSAL PRECAUTIONS**

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by her/him to exercise that authority. In evaluating requests for this permission, she/he gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on her/his own behalf.



## **STUDENT ATTENDANCE ACCOUNTING**

(Missing and Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies. At the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which she/he most recently attended. In lieu of a birth certificate, birth documentation may include:

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

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

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

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

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

## **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

The Board permits students to be released from school for religious instruction consistent with the law. Absence during the school day for religious instruction is permitted provided the student's parents or guardians submit a written request to the building principal.

Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up. The district neither aids, assists or enforces attendance in a religious instruction program, nor discriminates against students who participate in such program.

Individuals providing religious instruction are not permitted to promote student participation by directly contacting students on school premises or by encouraging students in the program to recruit their friends. All promotional activities for such instruction must be conducted off school grounds.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

## **GRADES**

Each school has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how her/his grade will be determined, s/he should ask the teacher.

## **Grading Periods**

Students will receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **PROMOTION AND RETENTION OF STUDENTS**

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of several factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared" means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Beginning with students who enter third grade in the 2013/2014 school year, any student, unless excused from taking the third grade reading assessment under Ohio Revised Code Section (RC) [3301.0711](#), who does not attain at least the equivalent level of achievement as required by RC[3301.0710](#) on the assessment, is not promoted to fourth grade unless one of the following applies:

1. The student is a limited English proficient student who has been enrolled in United States schools for less than three full school years and has had less than three years of instruction in an English as a second language program.
2. The student is a child with a disability entitled to special education and related services under RC [3323](#) and the student's Individualized Education Program (IEP) exempts the student from retention under this division.
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
  - A. The student is a child with a disability entitled to special education and related services under RC 3323.
  - B. The student has taken the third grade English language arts achievement assessment prescribed under RC [3301.0710](#).
  - C. The student's IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.
  - D. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

## **Student Retention**

Each building will have a retention committee which should include: principal or assistant principal, building counselor/ social worker or school psychologist, and current teacher(s) of the student.

Any student being considered for grade retention shall be referred to the building principal, who shall convene the building retention committee (March-April).

Prior to making the decision to retain a student in a grade level there must be documentation of previous teacher-parent/guardian communications (e.g., meetings, letters, phone conversations) regarding concerns about the performance of a specific student. No later than the beginning of March, notification must be provided to the parents/guardians of the possibility that a child may be retained. Documented efforts to remediate the student's difficulties will be provided to the principal and the parents by teachers working with the student.

Final decisions on student retentions shall be made in May and names of students retained shall be sent to the Director of Pupil Services and the Director of Curriculum and Instruction.

Items to be evaluated by the retention committee include, but are not limited to these criteria:

1. The student's personal, social, physical and academic status and growth.
2. The student's record of academic progress during the current school day.
3. Documentation of any individualized intervention plans or RTI efforts implemented on behalf of the student during the current or past school year/s and the results of these interventions on student learning.
4. Student record of success on state mandated testing during the current school year (and past school year if warranted).
5. Possible student interventions designed for the next academic year that could benefit the student and result in the student NOT being retained in their current grade level.
6. Review of parent/teacher school meetings held during the current year that addressed the student's record of poor academic progress.
7. Record and decisions of any previous retention meetings held for the student in past years.
8. A student will not be retained more than one time during grades K-8.
9. A student who has successfully completed the grade level work will be promoted to the next grade.

10. The building principal has the final decision on student retention. The Board Policy (IKE) and administrative guidelines must be followed.

### **Retention in the Third Grade**

A third grade student must reach at least the minimal passing score on an approved reading assessment as designated by the Ohio Department of Education (AIR or other approved test) to move on to the fourth grade. There may be some exemptions to this requirement for certain Limited English Proficient students, special education students whose IEP exempts them from this retention, or students previously retained who have received at least two years on intensive reading intervention.

### **Summer Promotion**

If a student scores below the minimal passing score on an approved reading assessment as designated by the Ohio Department of Education, the student may receive intensive reading remediation services appropriate for the student's reading deficiency throughout the summer. If the student can demonstrate reading proficiency on the state assessment at the end of the summer, the student will be promoted to the fourth grade before school starts in the fall.

## **GRADUATION REQUIREMENTS FOR THE CLASSES OF 2019 AND BEYOND**

### **Regular Diploma**

There is no one-size-fits-all way to graduate. Ohio gives you several pathways to qualify for a high school diploma. Choose the way that works best for you!

The graduation requirements for the classes of 2019 and beyond include curriculum and three options to show readiness for next steps in college and careers.

### **Meet One of the Following Three Criteria**

#### **1. Ohio's State Tests**

Students **earn a cumulative passing score of 18 points**, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

#### **End-of-course exams are:**

- Algebra I and Geometry or Integrated Math I and II
- Biology
- American History and American Government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

#### **2. Industry Credential and Workforce Readiness**

Students earn 12 points through a State Board of Education-approved, **industry-recognized credential or group of credentials** in a single career field and achieve a **workforce readiness score** on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

#### **3. College and Career Readiness Tests**

Students earn **“remediation-free” scores** in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take either the **ACT or SAT free of charge**. The student's district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.

## **Honors Diploma**

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma\*
6. Social Science and Civic Engagement Honors Diploma

\*includes dance, drama/theatre, music and visual art.

Students in classes 2017-2021 may choose to pursue the Academic, International Baccalaureate or Career Tech honors diploma under the previously [established criteria](#) or the [revised criteria](#). They also may choose to pursue the STEM, Arts, or Social Science and Civic Engagement honors diploma.

Please see <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas> for specific criteria.

## **EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

## **EDUCATIONAL OPTIONS**

Provides alternative means by which a student can achieve the goals of the district, as well as her/his personal educational goals.

A list of the approved Educational Options is available in the guidance office.



## **COLLEGE CREDIT PLUS**

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the district. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the high school guidance office to obtain the necessary information.

Please visit <https://www.ohiohighered.org/ccp> for more details.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by each school.

## **HOMEWORK**

Homework shall be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

## **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the state-mandated assessment tests as a requirement for graduation. The tests will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the school district does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the guidance office.

## **STUDENT ACTIVITIES**

### **School-Sponsored Clubs and Activities**

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice.

### **Non-School Sponsored Clubs and Activities**

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

## **ATHLETICS**

Garfield Heights High School and Middle School provide a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy.

## **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact her/his counselor to discuss any legal requirements and to obtain any required documents.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **SCHEDULING AND ASSIGNMENTS**

### **Elementary Level**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### **Secondary Level**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

Parents will not be allowed to remove their children from school early on a regular basis. The Garfield Heights City school district is committed to adhering to the guidelines formulated by the Ohio Department of Education that mandate that students receive a specified number of instructional minutes per day/week. Repeated, early removals from school cause children to miss the instructional/learning times that we are mandated to provide.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of 18 is allowed to withdraw from school without the written consent of her/his parents and in compliance with state law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from state immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school clinic or district nurse.

For the most recent immunization requirements, please visit the "Forms and Links" section on the front page of our website (<http://www.garfieldheightscityschools.com>).

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.

## USE OF MEDICATIONS

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

1. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
3. All medications must be registered with the principal's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
4. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request and approval by the district transportation supervisor. This should be arranged in advance.

If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

7. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non-Prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms before exercise to prevent the onset of asthmatic symptoms at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the principal's office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice or bed bugs.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. The Department of Health will be notified and we will ask for their assistance if necessary.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

The district has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the state board of health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality. School administrators reserve the right to request that a parent provide a physician's note, on the physician's stationery, indicating that the child is approved to return to school.

## **CONTROL OF BLOOD-BORNE PATHOGENS**

The district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

1. Engaging in activities with other students in the school environment (like physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
2. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
3. Participating in extracurricular activities (like athletic activities) where physical injuries or other actions that can cause bleeding to occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify her/his teacher, who will contact the school office and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by her/his physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the federal and state laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus in cooperation with her/his physician.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with federal and state laws concerning confidentiality.

The student's parents will be encouraged to allow the district to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.



## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who:

1. has a mental or physical impairment that substantially limits one or more major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

The district has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with state and federal mandates, the district seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEIA, A.D.A. Section 504) and state law. Contact the special education department at (216) 475-8100 to inquire about evaluation procedures, programs, and services.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## **ADMISSION OF HOMELESS STUDENTS**

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

1. A "doubling up" or sharing the housing with another family 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; and
8. migratory students.

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, homeless students are kept in the school of origin unless doing so is contrary to the wishes of the student's parent or guardian.

To the extent feasible, 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 enrollment, retention and success in the schools of homeless students;
2. the district does not segregate homeless students into separate schools or separate programs within a school based on the student's status as homeless;
3. it appoints a district liaison who ensures that homeless students enroll and succeed in school and;

4. homeless students are provided with education, nutrition and transportation services that are at least comparable to the services provided to non-homeless students.

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

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

The district complies with the Ohio Department of Education's plan and state and federal laws for the education of homeless students.

### **STUDENT RECORDS**

1. Each student's official school record includes 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

- 1) Transcripts of the scholastic record contain only factual information. The district confines its record keeping to tasks with clearly defined educational ends.
- 2) 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.
- 3) Teacher and staff comments on student records are confined to matters related to Student performance.
- 4) Student records are considered as current educational and/or therapeutic tools and are available for use as such.

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

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

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

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

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

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

1. a personal record kept by a school staff member that meets the following tests:
  - A. it is in the sole possession of the individual who made it;
  - B. it is used only as a personal memory aid; and
  - C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.
2. an employment record which is used only in relation to a student's employment by the district (employment for this purpose does not include activities for which a student receives a grade or credit in a course);

3. alumni records which relate to the student after she/he no longer attends classes provided by the district and the records do not relate to the person as a student and;
4. peer-graded papers before they are collected and recorded by a teacher.

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

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with state law, charges of specific fees for activities and materials used in the course of instruction may be assessed.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

## **MEAL SERVICE**

The school participates in the National School Breakfast and Lunch Program and makes breakfast and lunches available to students. No student may leave the school premises during the lunch period without specific written permission from a building or district administrator.

Applications for the school's Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the school office or visit the district website.

## **SAFETY & SECURITY and STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuations, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed by a parent or guardian on file in the school office, and it their responsibility to update OneView.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

1. All visitors must report to and sign in at the office when they arrive at school. Upon leaving, visitors are to sign out.
2. All visitors are given and required to wear a building pass while they are in the building. The pass/badge is to be returned to the school at the time of sign-out.
3. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. All outside doors are locked during the school day.
6. Portions of the building that will not be needed after the regular school day are closed off.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **EMERGENCY CLOSING AND DELAYS**

If a school must be closed or the opening delayed because of inclement weather or other conditions, the district will notify local television stations.

Information concerning school closings or delays can also be found on the district's web page at [www.garfieldheightscityschools.com](http://www.garfieldheightscityschools.com).

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or having a hall pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the principal.

## **USE OF THE LIBRARY/MEDIA CENTER**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. To check out other materials, students should follow the media center/library protocols.

In order to avoid late fees, all materials checked out of the library must be returned when due.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

A lost and found area is available in each school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Other telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.



## **USE OF WIRELESS COMMUNICATION DEVICES**

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it, or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the cellular telephones or ECDs during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for her/his rules involving cellular telephone or ECD use after school hours or on after-school bus/school transportation trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Use of a cellular telephone or other ECD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (like warnings, parental notification and conferences, suspension, expulsion), or/and confiscation of the cellular telephone and/or ECD. If a cellular telephone or ECD is confiscated, it will only be released/returned to the student's parent after the student complies with any other disciplinary consequence that is imposed, and/or referral to law enforcement if the violation involves an illegal activity.

The district is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the ECD.

## **Garfield Heights Middle School and High School Cell Phone Policy**

In order to appropriately prepare our students for using technology in a highly-digital society, the use of cell phones will be permitted at specific times at Garfield Heights High School. Cell phones/electronic devices can be used appropriately before the morning bell rings, during study halls, during lunch periods and after school. Appropriate use is defined as:

- Usage that does not disrupt others - no one should hear you or your device (sound off, ringers off, no phone calls)
- Usage that embraces headphone etiquette – headphones and wires are permissible in the designated areas at the specified times. No headphones or wires are allowed in the hallway or the classroom. These items will be confiscated if they are seen.
- Usage that maintains quiet and personal interactions - it is never acceptable to take a picture or video of a student or staff member.
- Usage that only accesses school-appropriate content.

Once inside any classroom, office, library, locker room, lab, or theater, cell phones/electronic devices must not be heard or accessed.

Misuse of cell phones during the school day will result in consequences. Additionally, if a student is asked to surrender her/his phone and does not, this is insubordination and will result in suspension. This is a new privilege, and with this comes greater student responsibility; please respect the learning environment.



## COMPUTER TECHNOLOGY AND NETWORKS

The district provides Internet services to its students. The district's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the district's computers, network and Internet services/connection (Network) are governed by the following principles and guidelines as well as the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The district utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The district further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The district supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the district's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

1. Students are responsible for their behavior and communication on the Network.
2. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
3. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
4. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
5. Transmission of any material in violation of any state or federal law or regulation, or Board policy is prohibited.
6. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
7. Use of the Network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

- A. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- B. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- C. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;

- D. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- 8. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - A. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  - B. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - C. Do not harass another person. Harassment is persistently acting in a manner that Distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  - D. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  - E. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  - F. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - G. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  - H. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  - I. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

9. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the district's Technology Protection Measure. Students must immediately notify the teacher, principal, or Director of Technology if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
10. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
11. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Director of Technology. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
12. Students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
13. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the Director of Technology. All such authorized communications must comply with these guidelines.
14. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.
15. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet

sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

16. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
17. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail,
18. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the district's users will be fully investigated and disciplinary action will be taken as appropriate.
19. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose. The following hierarchy will prevail in governing access to the Network:
  - A. Class work, assigned and supervised by a staff member
  - B. Class work, specifically assigned but independently conducted
  - C. Personal correspondence (checking, composing, and sending email)
  - D. Training (use of such programs as typing tutors, etc.)
  - E. Personal discovery ("surfing the Internet")
  - F. Other uses- access to resources for other uses may be further limited during the school day at the discretion of the principal or teacher.
  - G. Game playing is not permitted at any time.

## **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 her/his possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in her/his presence and with her/his 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 and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence 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.



### **Searches of Student Property by Law Enforcement Officials**

When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted.

### **Interrogations by Law Enforcement Officials**

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

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administrator shall notify the parent(s) of the student to be interviewed by the law enforcement officials, if the law enforcement officials have not, before the student questioned so that the parent(s) may be present if they so desire.
5. A school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, she/he should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters which are properly in the realm of a law enforcement agency.
8. Whenever the school district's School Resource Officer (who is a Garfield Heights Police Department officer) has a conversation with a student and/or a school officer, this is not considered to be an interrogation, unless the student is a suspect in a criminal activity.

## STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

1. Material cannot be displayed if it:
  - A. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - B. advertises any product or service not permitted to minors by law;
  - C. intends to be insulting or harassing;
  - D. intends to incite fighting; or
  - E. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **Possession of Obscene Materials**

Any student who is found to be in possession of obscene materials while under the jurisdiction of the school shall be subject to disciplinary action. Such action may include, but not be limited to, suspension, expulsion, permanent confiscation of the obscene materials, and/or referral to the appropriate law enforcement or government agencies.

Obscene materials shall include, but not be limited to: video tapes, cards, posters, pictures or photographs, drawings, books, films, magazines, cassettes, records, compact disks, including electronic versions thereof. What is obscene shall be determined on a case by case basis, but for the purpose of guidance shall include, but not be limited to: language, whether written or oral, and/or depictions, which are lewd, vulgar, degrading, sexually explicit or suggestive, or which appeal to degrading interests or pose a clear and imminent threat to school discipline and decorum.

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state and local laws and rules and Board policies, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

1. act courteously to adults and fellow students;
2. be prompt to school and attentive in class;
3. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act at all times in a manner that reflects pride in self, family, and in the school.

## **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. a teacher to communicate effectively with all student in the class; and
2. all students in the class the opportunity to learn.

## **STUDENT CONDUCT CODE**

School rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus/school transportation vehicle rules.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school.

## **Viewing of Videotapes or Other Media That Is Owned by the School District**

Only school officials, law enforcement officials, or other designated individuals are permitted to view videotapes or other video recordings that have been produced by school staff on school property, including school buildings, busses/school transportation vehicles, and other or by staff employed by the school district.

Because it is not possible to list every misbehavior that can occur, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It may include, but is not limited to:

1. writing assignments;
2. change of seating or location;

3. before school, lunch-time, after-school detention
4. in-school discipline.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and her/his parents one day's notice. The student or her/his parents are responsible for transportation.

### **In-School Discipline**

The following rules apply to In-school Discipline:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
6. No food or beverages shall be consumed.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Any student who is expelled from school will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The superintendent at her/his discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspensions and expulsions may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an

informal meeting with the superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain her/his view of the underlying facts. After that informal hearing, the principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and her/his parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or her/his representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Absence from school due to suspension shall be considered an authorized absence.

The student will be given credit for properly-completed assignments and will receive a grade for any made-up tests.

## **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or a designee, and may challenge the reasons for the removal or otherwise explain her/his actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s) of the student. This notice will include the reasons for the suspension, the right of the student or her/his parent(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

## **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by her/his parents, legal counsel, and/or by a person of her/his choice at the hearing.

In accordance with Board Policy, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **PERMANENT EXCLUSION**

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

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

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

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

If the superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, a determination must be made whether the student's continued attendance endangers the health and safety of other students or employees



or whether the student's attendance poses a danger of disruption to the graded course of study. If the superintendent determines that either danger exists, she/he may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the superintendent's recommendation for permanent exclusion is provided to the student and her/his parent(s).

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

1. academic and extracurricular activity record of the student;
2. disciplinary record of the student;
3. social history of the student;
4. response to prior discipline and sanctions;
5. seriousness of the offense and any aggravating circumstances;
6. any mitigating circumstances;
7. evidence regarding the possible danger to other students and employees if the student remains in the district;
8. evidence regarding the probable disruption of the graded course of study; and
9. availability of less serious sanctions that would permit the student to stay in the district without conflict with either (7) or (8).

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

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

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

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

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

### **Re-Admission From a Permanent Exclusion**

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

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

### **Probationary Admission Following a Permanent Exclusion**

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

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

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

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

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

## **DRESS AND GROOMING**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

1. All clothing must be of appropriate size and fit neatly.
2. Oversize, saggy, baggy or tight fitting clothing will not be permitted.
3. Tops and bottoms must overlap at all times, including when arms are raised.
4. Clothing that is in disrepair, worn out, ripped, or contains holes is not permitted.
5. Any material that is sheer or lightweight enough to be seen through is not permitted.
6. Shoes, sandals, or boots must be worn. The footwear shall not cause a safety hazard.
7. Hats, bandanas, sweatbands, hoodies, 'do rags, wave caps, or other headwear may not be worn.
8. Jackets, coats and outerwear may not be worn during the school day and must be kept in a locker.
9. Sunglasses may not be worn and must be kept in a locker/book bag.
10. Any garment specifically made to be an undergarment is not to be worn as an outer garment.
11. Any article of apparel, clothing, and/or accessory that promotes drugs, alcohol, tobacco, sex, violence or is gang-related, offensive or degrading is not permitted.
12. Any article of apparel, clothing, and/or accessory that presents a hazard to the individual or to other people is not permitted.
13. Anything that may cause a distraction to the educational process, interferes with discipline or is deemed inappropriate by administration is not permitted.

Garfield Heights City School logos or other Garfield Heights spirit wear that has been approved by administration is permissible at any time.

### **Dresses**

Must meet all guidelines in this dress code including, but not limited to, color, fit, length and style.

### **Pants, Shorts, Skorts, Capris, Skirts**

1. All pants, shorts, skorts, capris, and skirts must meet all guidelines in this dress code including, but not limited to, fit, length, and style.
2. The length of shorts, skirts, dresses and/or skorts must equal or exceed student's fingertip length.
3. Pajama-style bottom pants are not allowed.
4. Clothing with holes is subject to the guidelines and restrictions of the school.

### **Shirts, Sweatshirts, Sweaters, Vests, Pullovers**

1. Tops must meet all guidelines in this dress code including, but not limited to fit, length and style.
2. All shirts, etc. must have sleeves. Bare midriff, see-through and/or cutout clothing; tank tops, spaghetti strap dresses and sheer clothing are not permitted. Low-cut revealing blouses may not be worn.
3. Because of safety concerns, building administrators reserve the right to prohibit the wearing of items of clothing or attire deemed unsafe or inappropriate. Inappropriate attire can, for example, cause a safety concern during a fire event, or during other situations demanding quick building evacuation.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

Students who are representing at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## **GANGS**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or her/his parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Conduct Code.

## **MORE SPECIFIC CONDUCT CODE VIOLATIONS**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent notification, parent conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia is prohibited.

Any student suspected of having or being under the influence of drugs or alcohol will be sent to the office for further investigation and disposition, including disciplinary action and/or referral as may be deemed appropriate.

## **2. Anabolic steroids**

Anabolic steroids, counterfeit alcoholic substances, or substances in containers which imitate or appear to be the containers normally used in a commercial sale of alcoholic substances are prohibited.

Any student suspected of having or being under the influence of anabolic steroids, drugs or alcohol will be sent to the office for further investigation and disposition, including disciplinary action and/or referral as may be deemed appropriate.

## **3. Possession/use of tobacco (including possession of “electric cigarettes”)**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco or tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses/school transportation vehicles, and at any interscholastic competition, extra-curricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

## **4. Use and/or possession of a firearm**

Bringing a firearm (as defined in the federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent using the guideline(s) set forth in Board Policy.

A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus/school transportation vehicle that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

## **5. Use and/or possession of a weapon or a look-a-like weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, starter pistols, cap pistols, chains, wallet chains, dog leash chains, Tasers, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Students are prohibited from knowingly possessing an object on school premises, in a school or school building, at a school activity, or on a school bus/school transportation vehicle if both (a) the object is indistinguishable from a firearm, whether or not the object is capable of being fired and (b) the person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm. Law enforcement and security personnel and other people with written authorization are exempt from this prohibition since they typically carry real weapons.

Students in possession of a weapon on school property (including a school bus/school transportation vehicle) or at a school-sponsored event or on property owned by the school district may be subject to a 1-year expulsion and possible permanent exclusion, even if the weapon was brought to the property by someone else.

#### **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

It shall be left to the discretion of the building administrator to determine whether an object in the possession of a student constitutes a weapon. Any such weapon shall be immediately confiscated by the school authorities. Additional disciplinary action may be taken up to and including suspension, expulsion, referral to juvenile authorities, or any combination thereof. The weapon will be turned over to law enforcement officials.

#### **7. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are encouraged to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

#### **8. Arson**

Arson is the intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Students who maliciously, willfully, or through gross negligence or carelessness (considering the age of the offender) burn, destroy, or ruin school property or the property of others shall make restitution and may be subject to further disciplinary or/and legal action. Students may be referred to fire, or/and court, or/and law enforcement officials.

## **9. Physically assaulting a staff member/student/person associated with the district**

Students are prohibited from intentionally causing fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered an assault. An assault may result in criminal charges and may subject the student to expulsion.

## **10. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the district**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the district reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member, regardless of where it occurs, in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited. Examples of this include, but are not limited to, the following:

Student use of the following offensive words or terms: nigger, niggah, nigga, nigguh; ho', bit--, redneck, hillbilly, spic, wetback, dago, Polack, dirty Jew, chink, white trash, moth-r f---r, queer, fag, dyke, lesbo, homo, faggot, wigger, beaner, gay, or similar derogatory or abusive words or terms. Under this section, students can be disciplined even if they are using the word or term to someone of the same race or gender.

## **11. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

Students may be disciplined for misconduct that occurs at sites other than on school property or at a school activity. A student may be disciplined for (1) misconduct that occurs off the property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the school district and (2) misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

## **12. Misconduct off school grounds**

Since school administrators have the responsibility to protect all students and to maintain discipline and order, a school administrator may discipline any student who violates a lawful school regulation while this student is under the jurisdiction of the school.



The school's jurisdiction may include students who are on their way to or from school, or who are at school-related events, or who are on their way to or from school-related events. A school administrator has the option to discipline students for conduct which affects the health, safety, order, or educational environment of the school.

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district.

Misconduct is defined as any violation of the Student Conduct Code.

### **13. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

For the purpose of further interpreting this policy, extortion is an action or threat that forces a person to pay money, to give materials, or to perform services that are not due to the extorter. Because extortion is a criminal offense, students are encouraged to report any threat, attempt, or practice of extortion to the office immediately.

In the event of extortion, vandalism, or theft, violators will be subjected to the following disciplinary measures: Parents of all parties involved will be contacted immediately; restitution will be made; necessary legal steps will be taken; a suspension of up to ten days may be administered; and the school administration may recommend an expulsion.

### **14. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

### **15. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or misrepresenting oneself, or giving false information to a staff member is forgery. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

### **16. Cheating and plagiarism**

Plagiarism, cheating, and copyright infringement are also forms of falsification and academic misconduct and will subject the student to academic penalties as well as disciplinary action.

## **17. Bomb threats, and other false alarms and reports**

No student shall transmit a false alarm by telephone, in writing, by word of mouth, or by any other means. Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made will result in an expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action. Students may be referred to fire, or/and court, or/and law enforcement officials.

## **18. Terrorist threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is cause for immediate disciplinary action, up to and including suspension and expulsion from school. Students may be referred to Homeland Security, the FBI, fire officials, court officials, law enforcement officials, or any combination thereof.

## **19. Possession and/or use of combustible, flammable, explosives, burnable items, and/or fireworks**

Students are prohibited from possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additional prohibited items include, but are not limited to, lighters, matches, portable heaters, fire crackers, bombs or similar items.

This prohibition does not apply to the use of such items in classrooms or in situations which are under the direct supervision of a teacher, administrator or other appropriate staff person, nor does it apply to situations in which students are directed to use equipment such as Bunsen burners or other combustible or flammable items as part of classroom related activities.

Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.

## **20. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-

owned computer, into district, school or staff computer files, into a school or district file server, or into the Network is prohibited. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the building administrator.

### **21. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property is considered theft. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The school is not responsible for the loss or theft of a student's personal property.

Where appropriate, the stolen property will be returned to the rightful owner and, in the event the property has been used, full restitution shall be made to the party aggrieved. School administrators reserve the right to refer such instances to law enforcement officials.

### **22. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members, may result in disciplinary action.

### **23. Damaging property (vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others, and a disregard for school property is vandalism.

A student who maliciously, willfully, or through gross negligence or carelessness, (considering the age of the student) burns, destroys, ruins, or permanently or temporarily defaces school property or the property of others, shall make restitution and may be subject to suspension or/and expulsion.

Destroying, ruining, or temporarily or permanently defacing school property or the property of others includes writing graffiti or obscenity on such property. Parents are liable, up to the amount provided by law, for the willful destruction of property by a minor in their control. Students may be referred to law enforcement officials.

### **24. Persistent absence or tardiness (see Page 22, above, regarding excessive absences)**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court.

**25. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

**26. Refusing to accept discipline**

Students who repeatedly and consistently refuse to comply with disciplinary penalties may face enhanced penalties for such action.

**27. Aiding or abetting violation of school rules**

Students who assist other students in the violation of any school rule are guilty of aiding or abetting in the violation. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**28. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature on school property or at school-related activities is prohibited and will result in disciplinary action.

**29. Possession of electronic equipment**

The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the building administrator. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

**30. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the Code of Student Conduct.

**31. Violation of bus rules/ suspension of bus/ school transportation vehicle riding/transportation privileges**

When a student is being considered for suspension of bus riding/school transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal, or assistant principal, or other administrator will decide whether

or not to suspend her/his bus/school transportation vehicle riding/transportation privileges for all or part of the school year.

If a student's bus/school transportation vehicle riding/transportation privileges are to be suspended, s/he and her/his parents will be notified of the reason for, and the length of, the suspension.

### **32. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

### **33. Harassment and/or aggressive behavior (including bullying and cyberbullying)**

Harassment and/or aggressive behavior (including bullying/cyberbullying) towards a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the state Board of Education's Model Policy. The building administrator determines whether or not an incident should be called bullying.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibit toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.

Any student or student's parent who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to an expulsion for students, up to discharge for employees, up to an exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports or files a complaint, or who is thought to have reported or filed a complaint, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by state or federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **34. Ethnic intimidation**

No student shall engage in ethnic intimidation. Ethnic intimidation is defined as engaging in behavior prohibited by any criminal statute of the Ohio Revised Code, by reason of race, color, religion, or national origin of another person or group of persons. Examples of ethnic intimidation include, but are not limited to the following:

Making offensively coarse utterances, gestures, displays, or communicating unwarranted and grossly abusive language to any person;

Insulting, taunting, or challenging another, under circumstances in which such conduct is likely to provoke a violent response;

Menacing: knowingly causing another person to believe that the offender will cause physical harm to the person or property of such other person or member of his immediate family.

### **Complaints**

Students and/or their parents may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall 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, and they shall be promptly forwarded to the building principal for review, investigation, and action.

### **Privacy/Confidentiality**

The school district will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the superintendent shall provide to the President of the Board, a written summary of all reported incidents and post the summary on the district web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. district personnel shall cooperate with investigations by such agencies.

### **Immunity**

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.



## **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent handbooks. State and federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The superintendent or designee shall provide appropriate training to all members of the school district community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines, and aggressive behavior and bullying in general, will be age and content appropriate.

The superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the superintendent shall be followed.

### **35. Propping open doors**

Propping open, or holding open, an exterior door to a building will result in a suspension.

### **36. Opening exterior doors to the public**

Opening exterior doors to a building, or causing them to become open so that school or non-school people can enter, may result in a suspension and/or an expulsion.

### **37. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm is considered hazing. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **38. Violent conduct**

Students may be expelled for up to one school year for committing a violent act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **39. Improper dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

### **40. Careless or reckless driving**

Students are prohibited from driving on school property in such a manner as to endanger persons or property.

### **41. Burglary**

Students are prohibited from entering a building or a specific area of a building without consent and with the intent to commit a crime, or entering a building without consent and committing a crime.

### **42. Fighting**

Students are prohibited from engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or both parties contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) will result in disciplinary action.

### **43. Lighting incendiary devices**

Students are prohibited from the unauthorized igniting of matches, lighters and other devices that produce flames.

### **44. Possession of pornography**

Students are prohibited from possessing sexually explicit material on school property.

#### **45. Unauthorized use of vehicles**

Students are prohibited from occupying or using vehicles during school hours without parental permission and/or school authorization.

### **STUDENT TRANSPORTATION**

Throughout this document, the term “bus” includes school transportation vehicles.

**Bus/School Transportation Vehicle to School** (In this section, “bus” includes school transportation vehicles).

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

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

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The principal may approve a change in a student’s regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

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

The Board’s policy regarding suspension from bus riding privileges must be posted in a central location in each school building and made available to students upon request.

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

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

**1. Prior to Loading (On the Road and at School)**

Each student shall:

- A. be on time at the designated loading zone (five (5) minutes prior to scheduled stop);
- B. stay off the road at all times while walking to and waiting for school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. properly board and depart the vehicle;
- G. go immediately to a seat and be seated.

It is the responsibility of parents to inform the bus driver when their children will not be using school transportation. Drivers will not wait for students who are not at their designated stops on time.

**2. During the Trip**

Each student shall:

- A. remain seated while the school transportation is in motion;
- B. keep head, hands, arms, and legs inside the school transportation at all times;
- C. not push, shove or engage in scuffling;
- D. not litter in the school vehicle or throw anything in, into, or from the vehicle;
- E. keep books, packages, coats, and all other objects out of the aisle;
- F. be courteous to the driver and to other riders;
- G. not eat or play games, cards, etc.;

- H. not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- I. not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### **3. Exiting the School Vehicle**

Each student shall:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **STUDENT CONDUCT ON SCHOOL BUSES**

(In this section, “bus” includes school transportation vehicles.)

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

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students shall:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and expect reasonable conduct similar to conduct expected in a classroom);
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that she/he has an important responsibility and that it is everyone’s duty to help ensure safety;

6. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. refrain from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in her/his home (damage to the school bus is strictly forbidden); and
11. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in her/his forfeiting the right of transportation by school bus.

### **School Bus/Vehicle Transportation Discipline**

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

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

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, she/he should report it to the transportation supervisor (bus write up). The transportation supervisor will forward all bus write ups to the appropriate principal(s). After three (3) write ups, bus riding privileges for that student shall be suspended for up to five days. Any discipline or notification of suspension of bus riding privileges shall be communicated by the principal of the appropriate school with support from the transportation supervisor to the parent and student.
3. Problems which cannot be resolved by measures specified above are referred to the superintendent.

## **Videotapes on School Buses/School Transportation Vehicles**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and her/his actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior. We do not allow the general public to view videos from school busses.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the student conduct code and may lose the privilege of riding on the bus.

## **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by a district vehicle is either not available or not feasible, there may be a need to provide transportation to students by a private vehicle that is contracted by the Board. No student will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using the form "Parental Consent for Transportation by Private Vehicle." Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

## **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the school. All vehicles entering school property are subject to search and inspection.

## **PBIS**

The Garfield Heights City Schools provide positive educational experiences for our students. We create positive learning environments for them so that they can be appropriately challenged and so that they can develop the confidence and pride they need in order to succeed. In order to help us to accomplish this mission, we participate in the Positive Behavior Intervention and Supports (PBIS) program.

At the elementary level, students are expected to be prompt and prepared, to accept responsibility, to work hard, and to show respect. Middle School, Learning Center, and High School students are expected to be safe, respectful, and responsible.

All of our students, are expected to show Bulldog Pride by incorporating all of the qualities that are mentioned above.