

Market Street School 5:00 p.m. January 20,
2009

The New Richmond Exempted Village Board of Education met in regular session at 5:00 p.m. on January 20, 2009, at Market Street School, 212 Market Street, New Richmond, Ohio 45157, with the following members present:

Kevin Walriven, President
Kim Hayden, Vice-President
Ralph Shepherd
Sharon Stark

Thomas D. Durbin, Superintendent, and Teresa S. Napier, Chief Financial Officer, were also present.

2009-123 Moved by Mr. Walriven, seconded by Mrs. Stark, to enter into executive session for the purpose of consideration of the appointment, employment, dismissal, promotion, demotion or compensation of a public employee; in accordance with Ohio Revised Code 121.22(1) and to consider the sale of property for public purpose in accordance with Ohio Revised Code 121.22(2). Roll call: Mr. Shepherd, yea; Mrs. Hayden, yea; Mrs. Stark, yea; Mr. Walriven, yea. Motion carried.

Mrs. Hayden declared the regular meeting moved into executive session at 5:02 p.m.

Mrs. Hayden declared the executive session adjourned and the regular meeting reconvened at 5:48 p.m.

Mr. Durbin had the following additions and changes to the agenda:

Add: 2009-131 Approval of Memorandum of Understanding

3. Effective date October 3, 2008

Add: 2009-133 Revision of 2009-2010 School Year Calendar

It is recommended that the Board of Education approve revision to the 2009-2010 school year calendar as presented.

Add: 2009-134 Approval of Severance Payment

It is recommended that the Board of Education approve the following severance payment:

Name	DOB	Retirement Date	Sick Leave	Maximum Days	Daily Rate	Total
Warden May	04/17/1943	5/30/08	74.75	18.69	\$123.18	\$2,302.23

2009-124 Moved by Mr. Shepherd, seconded by Mrs. Stark, to approve the agenda as amended. Roll call: Mr. Walriven, yea; Mrs. Hayden, yea; Mrs. Stark, yea; Mr. Shepherd, yea. Motion carried.

2009-125 Moved by Mr. Walriven, seconded by Mr. Shepherd, to approve the following:

- A. Approve the minutes of the December 6, 2008 special meeting and the December 15, 2008 regular meeting.
- B. Approve the financial report which includes: receipts, cash position, expenditures and investments for the month ending December 31, 2008.
- C. Approve acceptance of the following:
1. \$5 from Paul Tesla to the Roberta Wildey Windle Scholarship Fund in memory of Roberta Wildey Windle
 2. \$50 from Thomas and Peggy Hanrahan to the Melissa Locy Scholarship Fund
 3. \$50 from Bill and Gwen Gussman to the Roberta Wildey Windle Scholarship Fund in memory of Roberta Wildey Windle
 4. \$200 from Katheryn Roberts Baird to the Roberta Wildey Windle Scholarship Fund in memory of Roberta Windle, Kathryn Wildey, Frances Wildey and Wally Maw
 5. \$250 from the Frances M. Wildey Revocable Trust to the Roberta Wildey Windle Scholarship Fund in memory of Roberta Wildey Windle
 6. \$500 from Ethel Wildey Maw to the Roberta Wildey Windle Scholarship Fund in memory of Roberta Wildey Windle
 7. \$800 from New Richmond Elementary PTO to New Richmond towards the purchase of a SmartBoard
 8. \$850 from New Richmond Elementary PTO bookfair proceeds to New Richmond Elementary Sixth Grade Scholarship Fund
 9. \$2,000 from Ralph S. Windle II to the Roberta Wildey Windle Scholarship Fund in memory of Roberta Wildey Windle

Roll call: Mrs. Hayden, yea; Mrs. Stark, yea; Mr. Shepherd, yea; Mr. Walriven, yea. Motion carried.

2009-126 Moved by Mr. Walrvien, seconded by Mrs. Stark, to approve the CRA tax abatement on parcel number 260904.080B as approved by the Village of New Richmond. Roll call: Mrs. Hayden, yea; Mr. Shepherd, yea; Mrs. Stark, yea; Mr. Walriven, yea. Motion carried.

2009-127 Moved by Mr. Walriven, seconded by Mr. Shepherd, to approve revisions to Student Policy No. 1.03(A) Intra-District Open Enrollment and No. 1.03(B) Inter-District Open Enrollment.

INTRA-DISTRICT OPEN ENROLLMENT

SECTION 1.03(A) PAGE 1 OF 3

Intra-District Open Enrollment

Unless a specific request is approved pursuant to this policy or a transfer is otherwise made pursuant to this policy, students will attend school in the attendance area according to their place of residence as approved by the Board of Education.

Any student who wishes to apply for admission to an alternative school within the District but outside of his/her attendance area shall file a written request with the Superintendent prior to July 1. Students who move into the New Richmond School District subsequent to July 1 shall apply within thirty (30) days after they have moved into the District. The student and principals of the affected schools will be notified of the

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acceptance or rejection of the request prior to the start of the school year, or within thirty (30) days after the request is filed, whichever is later. A student is only required to file a request pursuant to this policy if he/she wishes to attend an alternative school.

Students moving from the New Richmond School District are to be withdrawn immediately unless it is during the last month of school when arrangements may be made to continue in the New Richmond Schools for the remainder of the year.

The following criteria will be used by the Administration to evaluate any request made by a student pursuant to this policy:

- A. Students may not be transferred to a school or class which is at or over capacity as determined by the Administration.
- B. All students living within the attendance boundaries of a school shall be given preference over applicants in attending that school.
- C. No request will be approved which will result in a racial imbalance in the District schools.
- D. Preference will be given to applicants who have siblings in special education classes if the request is made to allow the siblings to all attend the same school.

The procedures for admitting applicants to alternative schools shall not include:

- A. Any requirement of academic ability, or any level of athletic, artistic, or other extracurricular skills.
- B. Limitations on admitting applicants because of handicapping conditions, except that a student receiving services under Chapter 3323 of the Revised Code may be required to attend school where the services described in the student's Individualized Education Program are available.
- C. A requirement that the student be proficient in the English language.
- D. Rejection of an applicant because a student has been subject to disciplinary proceedings, except if an applicant has been suspended or expelled for ten (10) consecutive days in the term for which admission is sought, or in the term immediately preceding the term for which admission is sought, the applicant may be denied admission to an alternative school.

The New Richmond School District shall not provide transportation for a non-handicapped student to an alternative school unless the student can be picked up and dropped off at a regular school bus stop designated in accordance with the District's transportation policy and there is adequate seat space on the bus to accommodate the students.

The Administration shall provide information about this policy and the application procedures and deadlines to the parent of each student in the District and to the general public.

Intra-district Transfer of Students by the Administration

- A. Students may be transferred by the Administration when pupil-teacher ratio exceeds the maximum class size of 26 students (1–4) and 27 students (5–6).
- B. When transfers are necessary, students will be transferred to the building with a lower enrollment.
- C. Any student registering after the end of the school year will be assigned to another school when the pupil-teacher ratio exceeds 26 to 1 (1–4) and 27 to 1 (5–6) even though the family lives within the boundaries of said elementary school.
- D. Within the school, the Principal has the responsibility to make all student assignments according to the guidelines adopted by the Board of Education.
- E. In making transfers every effort will be made to avoid split family situations and to avoid split classes.
- F. Parents of children who will be transferred to a different elementary school will be notified by letter and/or phone of the transfer no later than June 15 of the preceding school year.
- G. Building Principals will maintain a list of transferred students. If openings occur within their building within the first two (2) weeks of school, parents will be notified to see if they would like to have their children transferred back to the original school. Priority will be given to those students in which a split family situation is present. A split family is one that includes two (2) or more children who would normally attend the same elementary school, but when too many or too few children are in a given class in a given school, one (1) child or more is required to attend another school. Kindergartners are not considered in split family determinations.
- 8. Class size in special education classes is mandated by the state and identified students may need to be transferred if a school building exceeds the state requirement.
- 9. Transportation of students transferred at parental request shall be the sole responsibility of their parents/guardians. However, bus routes may be utilized when convenient to assist parents in the process. The Superintendent or designee will determine whether the students can be accommodated on existing bus routes.

INTER-DISTRICT OPEN ENROLLMENT	SECTION 1.03(B) PAG 1 OF 4
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New Richmond Exempted Village School District resolves to permit the enrollment of students, admitted under Section 3313.98 of the Ohio Revised Code, tuition free, from other districts subject to the policies, regulations, contained hereafter:

- A. Students/parents accepted into the interdistrict open enrollment program shall be accepted for one school year. Students who begin but choose not to complete the entire school year in the New Richmond Exempted Village School District and who return to their resident school district during the school year will not be permitted to apply for interdistrict open enrollment status for the following school year.

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- B. Native students (school residents of the New Richmond Exempted Village School District) shall have priority to all programs, buildings and grade levels over open enrollment applicants.
- C. Children of employees admitted tuition free by Board policy and tuition shall have priority over interdistrict open enrollment applicants.
- D. Special education students from those districts in the special education consortium in which New Richmond Exempted School District is a participant shall have priority over interdistrict open enrollment applicants.
- E. No student shall be accepted under the interdistrict open enrollment program into a class, course or program that is not housed within the New Richmond Exempted Village School District proper. The New Richmond Exempted Village School District shall not be required to create or add any educational programs or units to serve interdistrict open enrollment students. Additionally, open enrollment limits for special education and vocational units shall not be exceeded.
- F. Any student accepted into the interdistrict open enrollment program who is a special education student shall be required to attend the school within the district where services specified in the student's IEP are currently available.
- G. Any elementary student accepted into the open enrollment program is not guaranteed choice of a specific elementary school.
- H. If the board of education elects to renew this policy for the following school year, any student/parent who were accepted into and completed the current school year in the New Richmond Exempted Village School District under the interdistrict open enrollment program and who are eligible and reapply pursuant to a succeeding year interdistrict open enrollment program shall have priority over new interdistrict open enrollment program applicants provided they meet the other eligibility requirements of this policy.
- I. No student shall be accepted in the New Richmond Exempted Village School District under the interdistrict open enrollment program who has accumulated five (5) or more unexcused absences during the previous school year or during the current school year if applicable.
- J. No student shall be accepted in the New Richmond Exempted Village School District under the interdistrict open enrollment program who has been suspended or expelled from school for at least ten (10) consecutive days in the current semester or the immediately preceding semester.

In addition, no student shall be accepted in the New Richmond Exempted Village School District under the interdistrict open enrollment program who has been convicted and/or ruled a delinquent child for committing any of the crimes listed below:

1. Conveying deadly weapons or dangerous ordnance;
2. Possessing deadly weapons or dangerous ordnance;
3. Carrying a concealed weapon on school property or at a school function;
4. Trafficking in drugs;

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5. Murder or aggravated murder;
6. Voluntary or involuntary manslaughter;
7. Assault or aggravated assault;
8. Rape, gross sexual imposition or felonious sexual penetration; and/or
9. Complicity in any of the above offenses.

- K. The New Richmond Exempted Village School District shall provide transportation on a space available basis to any student accepted into the interdistrict open enrollment program just as it does to any and all students within the district. Interdistrict open enrollment program students must provide their own transportation to a bus stop within the New Richmond Exempted Village School District (designated by the Superintendent of Schools).

It is the responsibility of each student/parent who is accepted into the interdistrict open enrollment program and who desires to participate in interscholastic athletic competition to take all necessary steps and present evidence of such to the Superintendent of Schools that they have met all standards/eligibility criteria of the Ohio High School Athletic Association.

- L. In order for an open enrollment candidate to be accepted into the New Richmond Exempted Village School District under this policy, the following conditions shall be met:

1. The New Richmond Exempted Village School District must have available space and teacher(s) for applicant.
2. An applicant will not be accepted if his/her acceptance shall exceed the building capacities set forth hereafter:

Locust Corner Elementary School	500
New Richmond Elementary School	500
Monroe Elementary School	500
New Richmond Middle School	475
New Richmond High School	750

3. In addition to meeting the conditions of building capacity, an applicant will not be accepted if doing so would result in class sizes that exceed the following:

Grade Level	Maximum Classroom Enrollment
K	18
1-3	20
4-6	25
7-8	25
9-12	28

Notwithstanding the above grade level enrollment limits, individual course enrollments in grades 9-12 shall not exceed the available number of teaching stations or enrollment limits established by state regulation. At the time applications are submitted, applicants in grades 9-12 must submit a list of courses being requested so that a determination can

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be made whether space is available for interdistrict open enrollment students. No student, once accepted, will be displaced should the enrollment exceed the limits stated above.

APPLICATION PROCESS

The following shall be the process for obtaining and approving applications to the open enrollment program:

- A. The district may conduct parent information meetings outlining the policies, rules, and regulations pertaining to the interdistrict open enrollment program including the application process. The district may utilize advertisements and/or articles in the local media to publicize the meetings.
- B. Applicants entered into interdistrict open enrollment plan must enter at the beginning of the school year. No students will be accepted in the program after the school year begins. However, New Richmond Exempted Village School District and the resident school district may agree to waive the deadline if extenuating circumstances exist.

Roll call: Mrs. Hayden, yea; Mrs. Stark, yea; Mr. Shepherd, yea; Mr. Walriven, yea. Motion carried.

2009-128 Moved by Mrs. Stark, seconded by Mr. Shepherd,

RESOLVED, effective June 1, 2009 that the bylaws and policies printed and codified in the comprehensive documents entitled "Bylaws and Policies of the New Richmond Exempted Village School District Board of Education" are hereby adopted and that all bylaws and policies heretofore adopted by the New Richmond Exempted Village School District Board of Education are hereby rescinded, further be it

RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies and parts of policies shall remain in full effect.

Take notice that the foregoing resolution was adopted by the New Richmond Exempted Village School District Board of Education at a public meeting held at New Richmond, Ohio, on January 20, 2009.

GLOSSARY OF EDUCATIONAL TERMS AND ACRONYMS

The following terms are used by the School District not only in policy and administrative guidelines, but in communications with parents, students, and the public.

ASSESSMENT

The comparison that is made between what should have been accomplished and what has been actually accomplished. With student learning, it is a comparison between what has been learned and what should have been learned.

ATTITUDE

One of the five major types of learning contained in courses of study, along with facts, concepts, principles, and skills. Students develop (or change) a mind-set towards acting in a particular way. Examples are a mind-set or attitude toward "doing quality work," "maintaining a clean environment," "participating in civic affairs," "not using drugs," etc.

COURSE OF STUDY

An organized sequence of activities designed for students to acquire a body of knowledge, attitudes, and skills associated with a particular academic or vocational field. The learning activities may be scheduled over a period of a semester, a school year, or several school years. Examples are a K-6 math program, 11th grade American History, and Junior High School Science.

CONCEPT

One of the five major types of learning involved in a course of study, along with attitudes, facts, principles, and skills. Students form an abstract idea of a class or type by understanding the characteristics that are true of any instance. For example, a triangle is the name for the concept of any plane, closed, geometric figure that has three sides which form three internal angles.

CONTENT

The name that is used to refer to all of the facts, concepts, principles, attitudes, and skills that students are to learn in any course of study.

CRITERION (CRITERIA)

A feature or characteristic by which something or someone is to be measured or judged. For example, in judging a student's writing ability, criteria that might be used are "legibility," "spelling," "clarity of expression," "grammar," etc.

CURRICULUM

All the planned activities, formal and informal, individual and group, in and outside of the classroom, necessary to accomplish the educational goals of the District. (See Policy 2210).

DIAGNOSIS

A determination of the causes for a particular condition, usually based on an assessment or evaluation. It deals with the question "What are the reasons for?". In education, it could deal with the reasons students are or are not accomplishing what they are expected to be accomplishing as a result of instruction.

EVALUATION

A value judgment that is made about an assessment. For example, if assessment shows that a student has satisfactorily achieved 90% of the objectives of a course, the evaluation (judgment)

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could be that the student's achievement is judged to be "excellent" or "better-than-average," "superior," and the like.

FACT

One of the five major types of learning involved in a course of study, along with attitudes, concepts, principles, and skills. Students acquire knowledge of verified, specific information about an event, procedure, place, person, or object.

GOAL

An intention or expectation, usually stated, which requires several tasks to produce the desired result. Most goals involve the accomplishment of two or more related objectives.

IDEA

The Federal law which defines how states and local school systems will provide education for disabled children. Usually referred to as special education or "special ed." Enforced by the Department of Education (DOE).

IEP

The acronym for Individualized Education Plan. Such a plan is required for every student who is classified as eligible for special education by Federal and State criteria.

INSTRUCTION

The information, questions, and/or directions provided to students by teachers, books, computers, etc., in order that they may acquire some type of learning.

LEADERSHIP

A process of working with people where certain knowledge and skills, and attitudes, combined with risk-taking, are used to 1.) envision a desired or needed outcome; 2.) communicate to others so they participate willingly in the necessary tasks; 3.) monitor progress toward the outcome; 4.) reinforce and/or remediate actions; 5.) evaluate the results.

MANAGEMENT

The process of organizing and maintaining needed resources (people, things, time, and money) and ensuring they are utilized appropriately for their intended purpose.

MEASUREMENT

A determination of the quantity and/or quality of something. In education, it is usually a determination (often by testing) of how much has been learned or how well it has been learned. It is the necessary first step for an assessment and evaluation.

MISSION

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PROMOTION

The advancement of a student from one level of learning to a higher level of learning usually by assignment to a higher group, grade, program, or course.

RELIABILITY

In education, the term relates primarily to testing and refers to how consistently test items or a test as a whole measures the same learning among different students.

RETENTION

The decision to have a student remain at his/her current level for an additional semester or school year, because the student lacks knowledge or skills needed for further learning and/or exhibits emotional or social immaturity.

SCOPE

A curriculum term which refers to both the length of a particular course of study and to the amount and types of learnings that will be dealt with from beginning to end.

SECTION 504

The section of the Rehabilitation Act of 1973 that includes requirements for employment and education of disabled persons. Enforced by the Office of Civil Rights (OCR).

SEQUENCE

A curriculum term correlated to SCOPE which describes the order in which learnings will be developed and should cumulate throughout a course of study.

SKILL

One of the five major types of learning involved in a course of study, along with attitudes, facts, concepts, and principles. Students have learned a skill when they can take certain actions and produce a particular result at a given standard of quality. This type of learning is acquired through repeated practice interspersed with clear, concise feedback on what to change and what to maintain in order to improve the result.

STANDARDIZED TEST

A test in which the items have been designed by educators outside of the district rather than by the students' teachers and has state or national norms by which to judge the level of each student's achievement.

STANINE

A term used in reporting test results that refers to one of nine levels of performance on the test.

TEST

A method, consisting of questions or activity directions, designed to determine what students have acquired in the way of attitudes, facts, concepts, principles, and/or skills. It may also be used to determine how much or how well they can apply what they have learned.

UNDERSTANDING

A level of knowledge beyond memorization or rote which makes it possible for a student to explain what s/he has learned and/or to apply the knowledge in new and unfamiliar situations.

VALIDITY

In education, the term relates primarily to testing and refers to how well test items or a test as a whole actually measures what is intended to be measured or needs to be measured. (See RELIABILITY).

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ACRONYMS

ACT – American College Test

CIP – Continuous Improvement Plan

DMA – Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization

DOE - Federal Department of Education

EMIS – Educational Management Information System

EPA - Environmental Protection Agency

FERPA - Federal Educational Rights and Privacy Act

HACCP – Hazard Analysis Critical Control Point

HIPAA – Health Insurance Portability and Accountability Act of 1996

IEP - Individualized Education Plan

NCLB – No Child Left Behind

NREA – New Richmond Education Association

OAPSE Local #267 – Ohio Association of Public School Employees
New Richmond Bargaining Unit Classified Employees

OAT – Ohio Achievement Tests

OCR - Office for Civil Rights

ODE - Ohio Department of Education

OGT – Ohio Graduation Test

OHSA – Ohio High School Athletic Association

ORC – Ohio Revised Code

OSHA - Office of Safety and Health Administration

PPO - Pupil Performance Objective

PSEO – Post Secondary Enrollment Program

SAT - Scholastic Aptitude Test

WEP – Written Education Plan

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

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0000 **BYLAWS**
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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE**

**BYLAWS
0100**

DEFINITIONS

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified Employee

An employee who provides support to the District's program and whose position does not require a professional license.

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Compulsory School Age

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A child between six and eighteen years of age or a child under six years of age who has been enrolled in kindergarten unless at any time the child's parent or guardian,

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at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

District

The School District.

Due Process

The safeguards to which a person is entitled in order to protect his/her rights.

Educational Service Center Superintendent

The Superintendent for the Clermont County Educational Service Center.

Full Board

Authorized number of voting members entitled to govern the District.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise. When a student is the subject of a power of attorney or caretaker authorization affidavit executed by the student's grandparent(s), the term parents shall also refer to the grandparent designated as the attorney-in-fact under the power of attorney or the grandparent who executed the affidavit.

Although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to obtain from the District educational or behavioral information about the student, consent to all school related matters, and consent to medical, psychological, or dental treatment for the student, the power of attorney does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the parent, guardian, or custodian of the student in any future proceeding

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concerning the custody of the student or allocation of parental rights and
responsibilities for the care of the student.

Likewise, although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to discuss with the District the student's educational progress, consent to all school related matters, and consent to medical, psychological, or dental treatment for the student, the caretaker authorization affidavit does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the student's parents, guardian or custodian regarding the care, physical custody, and control of the child.

R.C. 3313.64, 3109.52, 3109.65

Policy

A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies delegation of designated responsibilities to appropriate members of his/her staff.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the Division of Teacher Education and Licensing.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

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Superintendent

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The chief executive officer of the School District. In policy, implies delegation of responsibilities to appropriate staff members.

Textbook

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, on-line service, electronic medium, or other means of conveying information.

Treasurer

The chief fiscal officer of the District.

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes. R.C. 3313.18, 3313.20

Citations to Ohio Statute are noted as R.C. (Revised Code). Citations to Rules of the State Board of Education are noted as A.C. (Administrative Code). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**BYLAWS
0110**

IDENTIFICATION

0111

Name

The Board of Education of this District shall be known officially as the New Richmond Exempted Village School District Board of Education.

R.C. 3311.01

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Boundaries

The New Richmond Exempted Village School District is comprised of all the area in the description filed in the Board office. R.C. 3311.04, 3311.06, 3311.29

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Address

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The official address of the New Richmond Exempted Village School District Board of Education shall be 212 Market Street, Third Floor, New Richmond, Ohio 45157.

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Seal

The Board of Education shall adopt an official seal for the District.

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Affiliation

The New Richmond Exempted Village School District shall be a participating member of the U. S. Grant Career Center with no more than two (2) members of this Board of Education on the Board of the Joint Vocational School District.

R.C. 3311.19, 3313.911

0118

Philosophy of the Board

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Ohio. The system was created by, and is governed by, State statutes. Members of a Board are, therefore, State officers chosen by citizens to represent them and the State in the legislative management of the local schools.

The Board of Education has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when the citizens elect delegates to represent them in the conduct of specified educational programs, they, at the same time, endow their representatives with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body;
- B. establish policies and make decisions on the basis of declared educational philosophy and goals;
- C. act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE****BYLAWS
0120****POWERS AND ETHICS****0121 Authority**

The supervision of the public schools of this District shall be conducted by the Board of Education, hereinafter sometimes referred to as the "Board", which is constituted and governed by Code Title 33 of the Revised Code of the State of Ohio.

0122 Board Powers

The Board of Education shall be a body politic and corporate, and, as such, capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing, and disposing of real and personal property; taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property. R.C. 3313.17

The power of this Board consists of those matters expressly granted by statute and to those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

The Board of Education shall have the management and control of all the public schools in the District and the employees, students, and all other persons entering upon its school grounds or premises. R.C. 3313.20, 3313.47

0122.1 Member Powers

Board members as individuals do not separately possess the powers that reside in the Board of Education, except when and as expressly authorized by law or this Board, but no Board member shall be denied facts or materials required for the proper performance of his/her duties to which s/he is legally entitled.

0123 Code of Ethics/Code of Conduct

The Board of Education believes quality public education and good Board service should be conducted in an ethical manner with traditional principles such as honesty, trust, fairness, and integrity. Each Board member should conform his/her conduct to Ohio law, the code of ethics recommended by the Ohio School Boards Association and the code of conduct set forth below as adopted from the National School Boards Association publication Becoming a Better Board Member.

While serving as a member of the Board of Education, each member is expected to agree to abide by the following code of ethics promulgated by the Ohio School Boards Association:

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- A. remember that my first and greatest concern must be the educational welfare of all students attending the public schools;

- B. obey the laws of Ohio and the United States;
- C. respect the confidentiality of privileged information;
- D. recognize that as an individual Board member I have no authority to speak or act for the Board;
- E. work with other members to establish effective Board policies;
- F. delegate authority for the administration of the schools to the Superintendent and staff;
- G. encourage ongoing communications among Board members, the Board, students, staff, and the community;
- H. render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
- I. make every effort to attend all Board meetings;
- J. become informed concerning the issues to be considered at each meeting;
- K. improve my boardmanship by studying educational issues and by participating in in-service programs;
- L. support the employment of staff members based on qualifications and not as a result of influence;
- M. cooperate with other Board members and administrators to establish a system of regular and impartial evaluations of all staff;
- N. avoid conflicts of interest or the appearance thereof;
- O. refrain from using my Board position for benefit of myself, family members, or business associates;
- P. express my personal opinions but, once the Board has acted, accept the will of the majority.

In addition, the Board of Education believes that each member should agree to work cooperatively and effectively with others and conform his/her behavior to the following code of conduct by collectively and individually agreeing to:

- A. abide by the code of ethics promulgated by the Ohio School Boards Association;
- B. act as an advocate for the Schools and for children;

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- C. set high expectations for the work of the Board;
- D. keep the Board's primary focus on the best interests of students;
- E. strive sincerely to build better relationships with one another and the Superintendent;
- F. set clear goals for the Superintendent;
- G. support the Superintendent and help him/her to be as effective as possible;
- H. prepare carefully before each meeting so that when each Board member has the floor, s/he can make comments that are concise, organized, and clear;
- I. vote his/her individual convictions based on the available facts and his/her independent judgment and refrain from surrendering his/her judgment to particular individuals or groups;
- J. devote sufficient time, thought, and study to proposed actions;
- K. become well versed in parliamentary procedure;
- L. listen carefully and with courtesy when other people have the floor and are speaking during Board meetings;
- M. refuse to become involved with micromanagement;
- N. emphasize planning, policymaking, and public relations rather than becoming involved in management of the schools;
- O. establish clear goals for the District and ensure that the community is aware of these goals;
- P. keep abreast of current educational issues within the District, throughout the State, and across the nation;
- Q. establish fair and equitable terms and conditions of employment and evaluation of all staff; and
- R. select sound instructional strategies and materials and submit them to regular and impartial evaluations.

FUNCTIONS

0131

Legislative

The Board of Education shall make such rules and regulations as are necessary for its governance and the governance of its employees and students of its grounds or premises by adopting bylaws and policies for the organization and operation of this Board and this School District. R.C. 3313.20

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction, or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board,

Bylaws shall be adopted, amended, repealed, or suspended by (an affirmative vote of four (4) members). Policies shall be adopted, amended, or repealed by (an affirmative vote of three (3) members) (a majority vote of the full Board).

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

0132

Executive

The Board shall exercise its executive power by the appointment of a Superintendent of Schools, hereinafter referred to as "Superintendent", for a term not longer than five (5) years. R.C. 3319.01

The Superintendent shall enforce the statutes of Ohio, rules of the State Board, and the policies of this Board. R.C. 3319.01

The Superintendent shall prepare guidelines for the administration of the District which are not inconsistent with statutes, regulations of the State Board, or the policies of this Board. (See Policy 1230.01)

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

0133

Judicial

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The Board of Education may assume jurisdiction over any dispute or controversy arising within the District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter. R.C. 9.84

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the School District.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**BYLAWS
0140**

MEMBERSHIP

0141 Number

The Board of Education shall consist of five (5) members elected at large.

0141.2 Conflict of Interest

A Board member shall not have any direct or indirect pecuniary interest in a contract with the District; nor shall s/he furnish directly any labor, equipment, or supplies to the District; nor shall s/he be employed by the Board in any capacity for compensation.

In the event a Board member is employed by a corporation or business which furnishes goods or services to the School District, the Board member shall declare his/her association with the organization and refrain from debating or voting upon the question of the contract. It is not the intent of this policy to prevent the District from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his/her interest in the public schools and his/her interest in his/her place of employment might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

Among the conflicts which law specifically forbids:

- A. the prosecuting attorney or city attorney from serving on the Board of Education;

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B. a Board member from serving as the school dentist, physician, or nurse;

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- C. a Board member from being employed for compensation by the Board;
- D. a Board member from having, directly or indirectly, any pecuniary interest in any contract with the Board;
- E. a Board member from accepting a reward, gift, or reduction in price for favoring, recommending, or advocating the introduction, adoption, or use in the school of a textbook, map, chart, or any other school supply;
- F. a Board member, for a period of one (1) year after leaving office, from accepting employment with the Board where such employment was authorized by the Board while s/he was a member thereof;
- G. a Board member from soliciting or using the authority or influence of his/her office to secure employment with the Board;
- H. a Board member from voting, deliberating, participating in discussions, or otherwise using the authority or influence of his/her office to create a position with the School District or to set the compensation for such position where s/he is considering, or is being considered for, employment in that position;
- I. a Board member from having interest in the contract for the purchase of property, supplies, or fire insurance by any county, township, municipal corporation, board of education, or public institution anywhere in the State of Ohio, if such contract exceeds \$150 unless the contract is let by competitive bidding;
- J. a Board member from voting on a contract with that person as a teacher or instructor if s/he is related to that person as father, mother, brother, or sister.

Board members shall not accept any form of compensation from vendors that might influence their decision on the eventual purchase of equipment, supplies, or services. Furthermore, Board members shall not accept any form of compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from a vendor. In addition, Board members shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual Board member receives compensation in any form for services rendered. Such compensation includes, but is not limited to, cash, check, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member receives such compensation, the Board member shall immediately notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit such compensation to the Treasurer.

Nothing herein shall prevent a Board member who attends a conference held by an association of public officials and employees from accepting a meal, or attending a reception or open house, the cost of which is financed by a private party so long as the meal, reception, or open house is: (1) of an ordinary, routine character; (2) at an educational or informational event; and (3) open to all of the public officials and employees attending the event. See Ohio Ethics Commission Advisory Opinion No. 2002-02 (6/13/2002). A Board member is prohibited from improperly using his/her position to secure the donation of the cost of a meal, reception, or open house at a conference of an association of public officials and employees to which s/he or his/her Board belongs, while the Board member is simultaneously engaged in governmental business or regulatory activity directly affecting the related interests of the person solicited.

A Board member whose spouse is an employee in the District may not vote, authorize, or use the influence of his/her office to secure approval of an employment contract with his/her spouse. Neither may s/he vote, deliberate, discuss, or otherwise attempt to influence a collectively-bargained, negotiated agreement affecting his/her spouse if the spouse is an officer, executive committee member, or member of the negotiating team or committee of the employee organization or if the agreement includes provisions for health insurance under which said Board member is covered as a benefit of the spouse's employment.

R.C. 102.03(D)(E)(F), 2921.42(A)(3), 2921.44(D-F),
R.C. 2921.02, 3313.13, 3313.33, 3313.70, 3319.21

0142

Qualifications

Each member of the Board shall meet the qualifications specified by law and courts of competent authority. R.C. 3313.01, 3313.13

0142.1

Oath

Each member of the Board shall, before entering his/her duties of office, take an oath to support the Constitution of the United States and the Constitution of the State of Ohio and to perform faithfully the duties of his/her office. R.C. 3313.10

0142.3

Orientation

The Board of Education believes that the preparation of each Board member for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and learn Board procedures. Accordingly, each new Board member, no later than his/her first regular meeting as a Board member, shall receive for use during his/her term on the Board:

- A. a copy of the Ohio Ethics Law as required by R.C. 102.09(D);
- B. a copy of the Board policy manual;

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- C. a copy of each current negotiated agreement;
- D. New Board members shall be invited to attend all meetings of the Board until sworn in.
- E. The Board shall encourage the attendance of each new Board member at orientation and training meetings.

R.C. 3315.15

0143

Election

Members of the Board shall be elected at large in accordance with law. R.C. 3313.01, 3313.02 (City), 3313.08 (City)

0144

Term

The term of each Board member shall be four (4) years and shall commence on the first day of January following the member's election. R.C. 3313.09

0145

Filling a Board Vacancy

A vacancy occurs on the Board when one (1) of the following events occurs:

- A. death
- B. nonresidence
- C. resignation
- D. failure of the person elected or appointed to qualify as an elector residence within the District within ten (10) days after the organization of the Board or of the appointment or election
- E. failure of the person elected or appointed to qualify due to acceptance of duties incompatible with those of a Board member
- F. removal from the District
- G. absence from meetings of the Board for a period of ninety (90) days, if the absence is caused by reasons declared insufficient by a two-thirds (2/3's) vote of the remaining members of the Board and this vote was taken and entered into the record of the Board not less than thirty (30) days after the absence
- H. removal from office

Whenever a vacancy occurs, the Board shall fill the vacancy at its next regular or

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special meeting but not earlier than ten (10) days after the vacancy occurs.

The Board shall take the following steps to fill the vacancy:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Treasurer.
- C. The Board shall interview all selected candidates to ascertain their qualifications.

Appointment by the Board to fill a vacancy shall be by majority vote of the remaining members of the Board.

If the Board fails to appoint a member to its Board within thirty (30) days after the vacancy occurs, the probate court of the county, upon being advised of the failure to fill the vacancy shall act as the Board and perform the duties imposed upon the Board.

The newly-appointed Board member selected to fill a vacancy shall serve the shorter of the following periods:

- A. until completion of the unexpired term, or
- B. until the first day of January immediately following the next regular Board of Education election taking place more than ninety (90) days after a person is selected to fill the vacancy. At that election, a special election to fill the vacancy will be held. However, no such special election shall be held if the unexpired term ends on or before the first day of January immediately following that regular Board election.

Whenever there is a need to have a special Board election to fulfill an unexpired term, the Board shall give written notice to the Board of Elections. The term of a member elected at such a special election shall begin the first day of January immediately following the special Board election and shall be for the balance of the unexpired term.

R.C. 3.07, 3313.11, 3313.85

Resignation or Removal

Whenever a member shall cease to be a bona fide resident of the District, his/her membership shall cease immediately.

The removal of a member who resigns shall become effective upon the presentation of the resignation to the Board duly convened or upon the effective date specified in

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the resignation, whichever is later.

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Any member who fails to attend meetings of the Board for a period of ninety (90) days for reasons determined to be insufficient on the affirmative vote of two-thirds (2/3's) of the remaining members of the Board, and this vote is taken and entered into the record of the Board no less than thirty (30) days after the period of absence shall no longer be a member and his/her office shall be vacant. R.C. 3313.11

A member may be removed for misconduct in office in accordance with law. R.C. 3.07 et seq.

0147

Compensation

Members shall be compensated for meetings in an amount equal to the maximum allowable compensation permitted by law. Each Board member shall be compensated in any one (1) year for meetings as determined annually by the Board.

Additionally, members shall receive compensation for attendance at training programs in an amount equal to the maximum per day rate permitted by law for programs that are three (3) hours or less, or not to exceed the maximum per day rate permitted by law for programs that are longer than three (3) hours.

Should State law be amended to provide for an increase in the amount of compensation members may receive for the upcoming year, only newly elected and re-elected members will be eligible to receive the increase, effective with the first day of their new or subsequent term. Current members will continue to be paid at the rate in effect prior to the passage of the resolution and will only receive the increased compensation, if re-elected, effective with the first day of their subsequent term.

R.C. 3313.12, 3313.202(D)

Expenses of a Board member incurred in the performance of his/her duties and expenses of a member-elect in training and orientation will be paid from the Board Service Fund, provided that each such member or member-elect submits a written statement of his/her expenses for approval by the Board at its next regular meeting. R.C. 3315.15

A Board member shall be permitted to request coverage for himself/herself and/or family in the District's group health and life insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute "pecuniary interest" in any contract. R.C. 3313.12, 3313.202(D)

Within thirty (30) days after a Board member takes office, s/he has an opportunity to become a member of the State Employees Retirement System in accordance with R.C. 3309.012 and A.C. 3309-1.

The Board member shall notify the Treasurer whether or not s/he wishes to participate. The Treasurer shall ensure that the proper procedure is followed for

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completing the information required by the Retirement Board.

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The Board shall establish a Board Service Fund which shall not exceed the greater of two dollars (\$2.00) per enrolled student or \$20,000. The Board Service Fund shall be set aside from the General Fund on an annual basis by resolution of the Board and shall be used to pay expenses actually incurred by Board members in the performance of their official duties. Such Fund may also be used to pay for the expenses actually incurred by newly elected Board members relative to training and orientation to the performance of their duties prior to taking office. The following guidelines shall govern the reimbursement of expenses for Board members. However, under no circumstances will Board members be reimbursed for the purchase of alcoholic beverages.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage, only to attend conferences, will not exceed the current rate permitted by law.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing can be submitted for approval.
- D. No entertainment expenses are reimbursable.
- E. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval after the expenses have been incurred.

0148

Public Expressions of Members

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters to local media and/or to local or State officials.

Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. Correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter.
- B. Routine, not for publication, correspondence of the Superintendent and other Board employees.
- C. "Campaign articles" or "position papers" of candidates for elections to the Board.

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D. Routine "thank you" letters of the President of the Board.

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- E. Statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board).
- F. Personal statements not intended for publication.
- G. Postelection statements by Board members thanking citizens for voting for them.

0148.1

Board-Staff Communications

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

A. Staff Communications to the Board

Communications from staff members to the Board or its committees shall be submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board. This procedure is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will generally be communicated through the Superintendent, who shall also keep staff members informed of the Board's concerns and actions.

C. Social Interaction

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, it will be considered to be unacceptable conduct for Board members to discuss individual personalities, personnel grievances, or other complaints with members of the staff. Instead, staff members should be encouraged to utilize the procedures, established in Board Policy or the collective bargaining agreement to have their concerns, complaints, or grievances addressed.

0149

Access to Records

Individual members of the Board do not possess the powers that reside in the Board of Education but no member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

Access to District personnel and student records shall be subject to the Board policy and applicable State and Federal law.

Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members to fulfill their legal responsibilities in making decisions on such matters as appointments, assignments, promotions, demotions, remuneration, discipline and dismissal, or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**BYLAWS
0150**

ORGANIZATION

0151 Organizational Meeting

The Board of Education shall organize annually at a meeting held during the first fifteen (15) days of January, on a date set by the Treasurer no later than December 31st of the previous year. The Board shall appoint a President Pro Tem for the organizational meeting. R.C. 3313.14

0152 Officers

The organizational meeting shall be called to order by the President Pro Tem who shall act as presiding officer.

The oath of office shall be administered to new members by the Treasurer or a member of the Board. R.C. 3313.10

The Board shall then proceed to the election of a President and a Vice-President; the President shall then take the chair.

Elections of officers shall be by roll-call majority vote of members physically present taken by the Treasurer.

Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. R.C. 3313.14

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In the event that the office of President, becomes vacant the Vice-President shall succeed the President and the position of Vice-President shall be filled in the same manner as the election conducted at the organizational meeting.

0153

Appointees

At the organizational meeting, the Board shall appoint:

- A. a member to serve as delegate to the Ohio School Boards Association Annual Conference;
- B. and another to serve as alternate;
- C. a member to serve as legislative liaison to the Ohio School Boards Association;
- D. a general legal advisor;
- E. a designee to attend public record access training required for Board members for each term of office (R.C. 109.43);
- F. appoint Board members to committees;
- G. appoint Board member(s) to U.S. Grant Career Center Board of Education.

0154

Motions

The Board shall, at the organizational meeting:

- A. adopt the tax budget for the next succeeding fiscal year; (R.C. 5705.28)
- B. designate a day, place, and time for regular meetings which shall be held at least once every two (2) months; (R.C. 3313.15)
- C. establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings; (R.C. 121.22(F))
- D. join the Ohio School Boards Association; (R.C. 3313.87)
- E. establish a Service Fund for the payment of expenses actually incurred by Board members in the performance of their duties or members-elect in training and orientation to the performance of their duties. (R.C. 3315.15)
- F. authorize the Treasurer to secure advances from the County Auditor when funds are available and payable to the District.
- G. authorize the Treasurer to pay all bills within the appropriation resolution as

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bills as received and when services and/or merchandise are received in good
condition.

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- H. authorize the Treasurer to invest interim funds when available.
- I. authorize the Superintendent to employ personnel as needed for emergency situations with said employment to be presented to the Board at its next regular meeting for approval.
- J. authorize District personnel to coordinate 504, Title I, Title II, Title IV, Title VI, Title VIB, Title IX, sexual harassment grievance officer, ADA Coordinator, and safety Coordinator.
- K. authorize Board member compensation for all Board meetings for the calendar year.

0155

Committees

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board. Whenever a majority of a committee and/or sub-committee meets for any pre-arranged discussion of public business of that committee or sub-committee, it shall abide by the Sunshine Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public. A committee may meet in executive session in accordance with the provisions of Bylaw 0166 - Executive Session.

Committees shall consist of no more than two (2) members.

Members shall be appointed by the President.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for lack of appointment to another committee.

The President shall appoint as soon after the organizational meeting as practicable members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and changed at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident or the Superintendent with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

R.C. 3313.16

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**BYLAWS
0160**

MEETINGS

0161 **Parliamentary Authority**

The parliamentary authority governing the Board of Education shall be the most recent edition of Robert's Rules of Order, Newly Revised, in all cases in which it is not inconsistent with statute, administrative code, or these bylaws or the rules of order of this Board.

0162 **Quorum**

Three (3) members present in person at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. R.C. 3313.18

0163 **Presiding Officer**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

0164 **Notice of Meetings**

- A. A schedule of the time and place of (all) (each) regular meeting(s) shall be published annually in the official newspaper(s) and posted at the District office and each school.
- B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting. R.C. 121.22
- C. Notice of meetings at which the specific type of public business is to be discussed shall be sent to all persons requesting such notice.
- D. The Treasurer shall notify all Board members of each Board meeting no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

R.C. 3313.16

0165.1 **Regular Meetings**

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Regular meetings of the Board shall be public and held at least once every month.
R.C. 121.22, 3313.15

- A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.
- B. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the regularly scheduled meeting as indicated on the agenda."

- C. The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than two (2) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.
- D. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

E. **Consent Agenda**

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board:

- 1. minutes of prior meetings
- 2. bills for payment
- 3. hiring of personnel
- 4. resolutions that require annual adoption, such as bank signatories, Ohio High School Athletic Association membership, etc.

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5. resignations and leaves

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

0165.2

Special Meetings

Special meetings of the Board shall be public. R.C. 121.22

- A. Special meetings shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time, place, and purpose of such meeting upon each Board member at least two (2) days in advance of the meeting. R.C. 3313.26
- B. The agenda as presented shall be followed unless altered by the presiding officer or a majority of those present and voting.

0165.3

Recess

The Board may adjourn or recess at any time. The adjourned meeting, when reconvened, shall take up its agenda at the point where the motion to adjourn or recess was acted upon.

0166

Executive Session

The Board and its committees and subcommittees reserve the right to meet privately in executive session solely to discuss one (1) or more of the following issues exempted from public sessions:

- A. consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, or student
- B. investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of his/her duties or his/her removal from office shall not be held in executive session
- C. consideration of the purchase of property or sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest
- D. discussion, with the Board's legal counsel, of disputes involving the Board

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that are the subject of pending or imminent court action

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- E. preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment
- F. matters required to be confidential by Federal law or rules or State statutes
- G. specialized details of security arrangements where disclosure might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of law

No official action may be taken in executive session. R.C. 121.22

Collective bargaining meetings between employers and employee organizations are private and not subject to R.C. 121.22. R.C. 4117.21

An executive session will be held only at a regular or special meeting. After the meeting is convened, any member may make a motion for an executive session, and must state the purpose or purposes of the session by citing one (1) or more of the reasons set forth above. If the session is to discuss a personnel matter listed in paragraph A above, the particular subject for which the session has been called must be identified in the motion. The motion does not need to name the person. Upon receiving a second to the motion and a majority roll-call vote of those present and voting, the chairperson shall declare the Board in executive session.

In keeping with the confidential nature of executive sessions, no member of the Board, committee or subcommittee shall disclose the content of discussions that take place during such sessions.

All members of the Board, committee or subcommittee are entitled to attend executive sessions. The Board, committee or subcommittee may invite any other person to attend an executive session.

0167

Voting

All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. Upon the demand of any member of the Board, the vote shall be recorded by roll call.

Unless a specified number of affirmative votes is required, an abstention shall be recorded and deemed to consent to the outcome of the voting. In situations in which a tie vote occurs and abstentions have been cast, the motion shall fail for lack of a majority.

All actions requiring a vote can be conducted by voice vote or show of hands, unless a roll-call vote is requested or required. A Board member must be physically present at the meeting to vote. Each vote and abstention shall be recorded. Proxy voting is prohibited. R.C. 3313.18

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<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Declaring it necessary to issue bonds	Majority Full Board*	3313.18
Declaration by remaining members, that reasons for a member's absence for ninety (90) days are insufficient to continue membership	2/3, Full Board*	3313.11
Filling a vacant Board seat	Majority, Remaining Members	3313.11
Purchase or sell real estate	Majority, Full Board	3313.18
Appointment of any employee	Majority, Full Board	3313.18
Elect or appoint an officer	Majority, Full Board	3313.18
Pay any debt or claim	Majority, Full Board	3313.18
Adopt textbook	Majority, Full Board	3313.18
*2/3 and 3/4 = 4 MEMBERS OF A FIVE-PERSON BOARD		
Dispense with resolution authorizing purchase or sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	Majority, Full Board	3313.18
Removal of the Treasurer or Pro Tempore at any time for cause	2/3, Full Board*	3313.23
Appointment of Treasurer Pro Tempore	Majority, Full Board	3313.23
Determination that Treasurer's incapacity is removed	Majority, Full Board	3313.23

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<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	Majority, Full Board	3313.66(E)
Appointment of Superintendent Pro Tempore	Majority, Full Board	3319.011
Removal of Superintendent Pro Tempore at any time for cause	2/3, Full Board*	3319.011
Reemployment of a teacher whom the Superintendent refuses to recommend	3/4, Full Board*	3319.07
Reemployment of another administrator whom the Superintendent refuses to nominate	3/4, Full Board*	3319.02
*2/3and 3/4 = 4 MEMBERS OF A FIVE-PERSON BOARD		
Selection of textbooks	Majority, Full Board	3329.08
Change, revision, or substitution of textbooks during four-year period after adoption	4/5, Full Board	3329.08
Transfers of funds in certain cases	2/3, Full Board*	5705.14
Resolution declaring the necessity for certain transfers of funds	Majority, Full Board	5705.16
Levying a tax outside 10-mill limitation (not emergency)	2/3, Full Board*	5705.21
Rejection of findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3/5, Full Board	4117.14(c)(6)
*2/3and 3/4 = 4 MEMBERS OF A FIVE-PERSON BOARD		

0167.1

Use of Electronic Mail

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Since E-mail is a form of communication that could conflict with the Sunshine Law, it will be used only for the purposes of communicating:

- A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B. possible agenda items between the Superintendent and the Board President;
- C. times, dates, and places of regular or special Board meetings;
- D. a Board meeting agenda or public record information concerning items on the agenda;
- E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.

Minutes

The Treasurer shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the Board's actions, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be available to the public. (R.C.121.22, 149.43, 3313.26) Minutes of executive sessions shall reflect the general subject matter of discussions. R.C. 121.22

The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than two (2) days before the next regular meeting.

The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be read (unless waived by law), corrected, and approved. The approved minutes shall be signed by the Treasurer and the President.

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The approved minutes shall be filed in the Treasurer's office in a prescribed minute book as a permanent record of official Board proceedings.

R.C. 149.43, 3313.26

0169.1

Public Participation at Board Meetings

The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than seven (7) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and the Board President.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business at the discretion of the presiding officer.
- B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and address.
- D. Each statement made by a participant shall be limited to three (3) minutes

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duration, unless extended by the presiding officer.

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- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- G. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted in the meeting room while the Board is in session.
 - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session and not disrupt the meeting.
- H. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30), unless extended by a vote of the Board.

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0169.2

Open Meetings/Sunshine Law

The Sunshine Law applies to the Board, and to any committee or subcommittee created by the Board or required by law or rule.

A “meeting” to which the Sunshine Law applies is any prearranged discussion of the public business of the Board, committee or subcommittee by a majority of its members, including, but not limited to, regular and special meetings, work sessions, retreats, planning meetings, and study groups. A series of prearranged meetings attended by a minority of the Board to discuss the public business, without giving proper notice, is a violation of the Sunshine Law. A majority of members may gather at social or other events, but may not discuss public business.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**BYLAWS
0170**

DUTIES

0171

Review of Policy

The Board will evaluate how policies have been implemented and their general effectiveness. It will rely on the school staff, students, and community to provide evidence of the effect of the policies it has adopted.

The Superintendent shall continually call to the Board's attention all policies that need revision.

The Board directs the Superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

The Superintendent is further directed to identify and undertake the correction of technical or formatting errors found in the policy and regulations manuals. Such correction shall be limited to non-substantive matters that do not affect the intent, meaning and/or operation of the policy or regulation. Upon completion of the technical and formatting corrections, the Superintendent shall provide a brief summary of the corrections to the Board for review. Should the Board determine that a correction is substantive in nature, it must take formal action to adopt the amendments to the policy or regulation. It is hereby determined that legal references or citations contained in Board policies are of a non-substantive nature such that they may be updated and/or corrected by the Superintendent as appropriate, and in a manner consistent with this paragraph.

0171.1	Market Street School Review of Policy - Educational Resources	5:00 p.m.	January 20,	2009
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It will be the policy of the Board to review its policies and procedures on educational resources on a continuing basis in order to keep them up-to-date.

0171.2 Review of Policy - Philosophy and Goals

It will be the policy of the Board to review its policies on the philosophy of education, educational goals, curriculum and instruction, participation of disabled students, and educational options on a continuing basis in order to keep them up-to-date.

0171.3 Review of Policy - Community Relations

It will be the policy of the Board to review its policies on planned community relations on a continuing basis in order to keep them up-to-date.

0173 Board Officers

A. The President of the Board of Education shall:

1. preside at all public meetings of the Board;
2. call special meetings of the Board; R.C. 3313.16
3. appoint all committees;
4. sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called; R.C. 3313.51, 3315.08
5. assist in the preparation of the Board agenda.

B. The Vice-President shall assume and discharge the duties of the President in his/her absence, disability, or disqualification.

C. A committee chairperson shall call meetings of the committee, keep informed on developments in activities under the committee's jurisdiction, and report to the Board for the committee.

0175.1 School Board Conferences, Conventions, and Workshops

The Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, State, or National workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a

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conference at District expense.

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Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.

A Board member who attends a conference held by an association of public officials and employees may accept a meal, or attend a reception or open house, the cost of which is financed by a private party so long as the meal, reception, or open house is: (1) of an ordinary, routine character; (2) at an educational or informational event; and (3) open to all of the public officials and employees attending the event. See Ohio Ethics Commission Advisory Opinion No. 2002-02 (6/13/2002). A Board member is prohibited from improperly using his/her position to secure the donation of the cost of a meal, reception, or open house at a conference of an association of public officials and employees to which s/he or his/her Board belongs, while the Board member is simultaneously engaged in governmental business or regulatory activity directly affecting the related interests of the person solicited.

**BOARD OF EDUCATION
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SCHOOL DISTRICT**

**ADMINISTRATION
1000**

1000	ADMINISTRATION
1100	District Organization
1110	Assessment of District Goals
1130	Conflict of Interest - Private Practice
1200	Administrator Ethics
1210	Board - Superintendent Relationship
1220	Employment of the Superintendent
1230	Superintendent of Schools
1230.01	Development of Administrative Guidelines
1231	Outside Activities of Administrators
1231.01	Research and Publishing
1240	Evaluation of the Superintendent
1240.01	Non-Reemployment of the Superintendent
1260	Incapacity of the Superintendent
1310	Employment of the Treasurer
1320	Duties of the Treasurer
1330	Evaluation of the Treasurer

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1340	Non-Reemployment of the Treasurer		
1350	Incapacity of the Treasurer		

1400	Job Descriptions
1411	Whistleblower Protection
1415	Salary, Severance Pay, Fringe Benefits
1430.02	Leave of Absence for Employment by a Community School
1460	Physical Examination
1481	Use of Employee's Personal Property at School
1520	Employment of Administrators
1530	Evaluation of Administrators
1540	Suspension of Administrative Contracts
1541	Termination and Resignation

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1100**

DISTRICT ORGANIZATION

The organization of this District shall be designed to meet the objectives set by the Board of Education, ensure clear lines of authority and responsibility, and define each position with clarity.

The Superintendent shall be the chief executive officer of the School District. The Superintendent shall define and establish those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system.

It is the Board's intent to maintain an operational and technical staff with a high level of competence.

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE**

**ADMINISTRATION
1110**

2009

SCHOOL DISTRICT**ASSESSMENT OF DISTRICT GOALS**

One of the major functions of the Board of Education is to work with the administration to establish the goals by which the District can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the District's progress toward their realization.

In conjunction with its annual evaluation of the Superintendent, the Board shall also provide the time for both the Board and the administration to assess the progress of the District, during the previous year, toward the achievement of current goals. Both the Superintendent's evaluation and the progress-assessment of goals shall take place at a time of the year when the following conditions are most favorable to assure this policy operates as intended.

- A. There is adequate and reliable data available on results-to-date of each District goal (AG 1110) so assessment and evaluation can focus on how well the District is accomplishing its goals.
- B. Evaluations or progress assessments of the District's learning programs as well as evaluations of key administrators and other staff have been completed so such data is available for reference by the Superintendent and Board during the assessment of District goals and the evaluation of the Superintendent.

This annual process of assessing/evaluating the Board, the Superintendent, staff, programs, and resources shall not be considered finished until District goals and the strategies and actions being used to accomplish them have been reviewed and reprioritized.

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SCHOOL DISTRICT**

**ADMINISTRATION
1130**

CONFLICT OF INTEREST - PRIVATE PRACTICE

- A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

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1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

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Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Exceptions to this policy shall be approved by the Superintendent **before** entering into any private relationship.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1200**

ADMINISTRATOR ETHICS

The proper performance of school business and administration of an effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all administrators to maintain high standards in their working relationships, provide professional leadership in the District and community, and in the performance of their duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each administrator should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted from the American Association of School Administrators' *Statement of Ethics for School Administrators* by:

- A. making the well-being of students the fundamental value of all decision making and actions;
- B. fulfilling professional responsibilities with honesty and integrity;
- C. supporting the principle of due process and protecting the civil and human rights of all individuals;
- D. obeying local, State and national laws and not knowingly joining or supporting organizations that advocate, directly or indirectly, the overthrow of the government;
- E. implementing the Board's policies and administrative rules and regulations;
- F. pursuing appropriate measure to correct those laws, policies, and regulations that are not consistent with sound educational goals;
- G. avoiding the use of his/her position for personal gain through political, social, religious, economic, or other influences;
- H. accepting academic degrees or professional certification only from duly accredited institutions;
- I. maintaining the standards and seeking to improve the effectiveness of the profession through research and continuing professional development;
- J. honoring all contracts until fulfillment, release or dissolution mutually agreed upon by all parties to the contract.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1210**

BOARD - SUPERINTENDENT RELATIONSHIP

The Board of Education believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without

the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief executive officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the District.

The Board shall retain oversight supervision of such procedures.

In order to expedite negotiation procedures, the Superintendent is appointed as chief representative of the Board for the purpose of determining negotiation strategies and members of negotiation teams for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1220**

EMPLOYMENT OF THE SUPERINTENDENT

The Board of Education vests the primary responsibility for administration of this District in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than five (5) years.

The Board shall actively seek the best qualified and most capable candidate for the position of District Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the out-going Superintendent;
- D. the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

- A. the preparation of a written job specification for the position of Superintendent
- B. preparation of written specifications of qualification in addition to proper State licensing
- C. preparation of informative material describing this District and its educational goals
- D. where feasible, the opportunity for selected applicants to visit the schools of this District
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy
- F. solicitation of applications from a wide geographical area
- G. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent

The Board may request the State Board of Education to issue a one-year temporary educator license to a proposed candidate for the superintendency providing the candidate is of good moral character and has earned at least a baccalaureate degree in finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

No person may be employed as Superintendent of this District unless s/he has signed an employment contract with the Board. Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract;
- E. The contract shall not contain tenure provisions.

The Superintendent so appointed shall devote himself/herself exclusively to the duties of his/her office, unless otherwise approved by the Board.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent may be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

Any applicant under final consideration of employment with the Board must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

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R.C. 2909.34, 3313.18, 3319.01, 3319.225

A.C. 3301-23-19

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1230**

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools shall strive to achieve District goals for students by providing educational direction and supervision to the professional staff and supervision to the classified staff and by acting as a proper model for staff and students both in the school and outside the District.

The Superintendent shall be directly responsible to the Board of Education for the performance of the following duties and responsibilities:

- Market Street School 5:00 p.m. January 20, 2009
- A. keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
 - B. ensure that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies
 - C. establish and maintain a written educational plan for the schools of the District consistent with the educational goals adopted by the Board
 - D. ensure proper implementation of the current District-wide instructional plan as it applies to each building
 - E. strive to increase the efficient use of District resources in the daily operations of the schools
 - F. assign staff to achieve the maximum benefit toward the attainment of educational goals
 - G. evaluate the progress of the professional and classified staff toward the attainment of educational goals
 - H. analyze the results of instructional program development as it applies to the Board's educational goals
 - I. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress
 - J. work cooperatively with parents and community groups concerned with programs in the schools
 - K. develop personal capabilities in personnel strategies and facility management
 - L. work cooperatively with the Board and administrative staff
 - M. strive toward the highest standards of personal conduct
 - N. perform such other duties as the Board may direct

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1230.01**

DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The Board of Education delegates to the Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the Superintendent recommends Board adoption.

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The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents. The Board approves all handbooks prior to publication.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the District's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the District office.

The Superintendent shall maintain a current organizational chart to which immediate reference can be made by the Board or any employee of the Board.

R.C. 3313.20, 3313.47

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1231**

OUTSIDE ACTIVITIES OF ADMINISTRATORS

Administrative staff members should avoid situations in which their personal interests, activities, and associations conflict with the interests of the District. If such situations threaten an administrator's effectiveness within the School System, the Superintendent and/or Board of Education shall evaluate the impact of such interest, activity, or association upon the administrator's responsibilities.

Administrators may not dedicate work time to an outside interest, activity, or association.

Administrators may not use school property or school time to solicit or accept customers for private enterprises.

Administrators may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information that the employee has obtained or may obtain by reason of his/her position or authority.

Administrators may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.

Administrators should refrain from expressions that disrupt the efficient operation of the school and/or interfere with the maintenance of discipline by school officials

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1231.01**

RESEARCH AND PUBLISHING

- A. Administrators are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials that are considered for publication and/or production, which identify the District in any manner, shall be cleared with the Superintendent prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:
 - 1. Rights to copyrights or patents of books, materials, devices, etc. developed by administrators on their own time will be relinquished by the Board upon request of the administrator provided that:
 - a. the books, materials, devices, etc. were prepared without the use of Board data, facilities, and/or equipment;
 - b. the Board is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
 - c. the administrator does not become involved in any way in the selling of the product to the Board.

The final decision regarding whether materials were produced independent of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent who shall submit such decisions to the Board.

Administrators who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that Board interests and the interests of the administrator are protected.

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2. All books, materials, devices, or products that result from the paid work time and/or prescribed duties of administrators shall remain the property of the Board. The Board shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. that protect the Board's ownership of the product.

The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall seek fair and appropriate compensation, including sharing of royalties, for the administrator(s) who developed the products.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1240**

EVALUATION OF THE SUPERINTENDENT

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually, evaluate the performance of the Superintendent. (See Policy 1110) Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the District;
- B. the working relationship between the Board and the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted.

Such method may include:

- A. the active participation of each Board member;
- B. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed jointly by the Board and Superintendent;
- C. evaluation interviews between the Board and Superintendent during which no other business is discussed.

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As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the District toward its goals.

R.C. 3319.01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1240.01**

NON-REEMPLOYMENT OF THE SUPERINTENDENT

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of the students. It shall meet that obligation by retaining only the best qualified person as Superintendent of Schools.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the Board President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the Board President, as approved by the Board. Notification of its intent not to reemploy his/her services shall be given in accordance with the Superintendent's contract and the Ohio Revised Code.

Reporting Professional Misconduct

Consistent with Policy 8141 and State law, the Board will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of professional misconduct on the part of the Superintendent, as a licensed professional, including a conviction of the Superintendent of certain enumerated crimes and/or conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not the Superintendent has committed an act or offense for which the Board is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the Superintendent. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting the Superintendent's license, the report(s) of any investigation will be moved to a separate public file.

R.C. 3319.01, 3319.16

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1260**

2009

INCAPACITY OF THE SUPERINTENDENT

It is the legal duty of the Board of Education to appoint a temporary or acting Superintendent by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary Superintendent who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a two-thirds (2/3's) majority vote of the Board.

The Board shall determine that the Superintendent is incapacitated:

- A. at the request of the Superintendent and with medical documentation.
- B. upon certification of a physician selected and compensated by the Board and/or physician selected and compensated by the Superintendent.

Where a physician selected by the Board disagrees with a physician selected by the Superintendent, the two (2) physicians shall agree in good faith upon a third impartial physician who shall examine the Superintendent. His/Her medical opinion shall be binding on the issue of medical capacity to perform assigned duties. The expenses of the third examination shall be borne by the board.

If the Board determines that the Superintendent is unable to perform his/her duties, s/he may:

- A. at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy;
- B. at the request of the Board, be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy;
- C. at his/her request, be placed on a leave of absence without pay.

The foregoing leave shall not extend beyond the term of the contract.

The Superintendent may, upon request to the Treasurer, and proper certification of recovery, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request.

The Superintendent may request a hearing before the Board or with a referee on any action taken under this policy.

R.C. 3319.011, 3319.13, 3319.16

Market Street School

5:00 p.m.

January 20,

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EMPLOYMENT OF THE TREASURER

The Board of Education shall seek a person both capable and licensed to fill the position of Treasurer, whenever that position may be vacant. The Board shall appoint a Treasurer as chief fiscal officer and fix his/her salary and term of office which shall be not more than five (5) years.

All persons considered for the position of Treasurer shall provide evidence of their training and experience in the fields of government accounting, State and Federal laws related to school district budgeting and financing, financial report preparation, and budget and accounting management as required by statute and the standards of the State Board of Education.

The Board may, in recruiting a Treasurer, utilize the services of:

- A. a committee of Board members,
- B. a professional consultant;
- C. the retiring Treasurer;
- D. a committee of community lay persons.

To aid in the search, the Board may use:

- A. a written job description for the position;
- B. informative materials describing the School District;
- C. a written specification of the salary and benefits;
- D. the opportunity for each selected applicant to visit the District should s/he so desire.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered to constitute grounds for dismissal.

The person selected for the position of Treasurer may be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

No person may be employed as Treasurer of this District unless s/he has signed an employment contract with the Board. Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Treasurer shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Treasurer shall be responsible for the financial affairs of the District.

The Treasurer so appointed shall devote himself/herself exclusively to the duties of his/her office unless otherwise approved by the Board.

The Treasurer shall report to and is subject to the direction of the Board.

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The Treasurer shall direct and assign employees directly engaged in the day-to-day fiscal operations of the District, as those employees are so designated by the Board.

Before entering upon the duties of the office, the Treasurer of the Board shall execute a bond, in an amount and with surety to be approved by the Board, payable to the State, and conditioned for the faithful performance of all official duties required of the Treasurer. Such bond shall be deposited with the President of the Board, and a copy thereof, certified by the Treasurer, shall be filed with the County Auditor.

Any applicant under final consideration of employment with the Board must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

R.C. 2909.34, 3301.074, 3313.22, 3313.24, 3313.25
A.C. 3301-5-01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1320**

DUTIES OF THE TREASURER

The Board of Education believes that the Treasurer of the School District has responsibilities, in addition to those required by law, that can help the District achieve its goals, by providing leadership and supervision in the program of fiscal management.

The Treasurer shall be directly responsible to the Board for the performance of the following duties and responsibilities:

- A. call special meetings of the Board (R.C. 3313.16)
- B. sign all checks of the Board (R.C. 3313.51)
- C. record the proceedings of each meeting of the Board (R.C. 3313.26)
- D. notify the Board of Elections of all changes in boundaries of the School District (R.C. 3313.261)
- E. deduct from the wages and salaries of teachers amounts authorized by the teacher and Board (R.C. 3313.262)
- F. produce all money, bonds, and securities in his/her hands at the expiration of his/her term (R.C. 3313.27)
- G. deliver all books and papers in his/her hands to his/her successor at the expiration of his/her term (R.C. 3313.28)
- H. keep an account of all District funds and maintain all records pertaining thereto in the manner described by law (R.C. 3313.29)
- I. render a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board (R.C. 3313.29)
- J. file a statement with the County Auditor at the time and in the form required by law

- K. direct and assign employees who are engaged in the day-to-day fiscal operations of the District, as designated by the Board
- L. execute all conveyances of the Board (R.C. 3313.33)
- M. meet the qualifications specified for the position by law (A.C. 3301-5-01)

In addition, the Treasurer shall:

- A. establish and maintain long-range fiscal plans and prepare the annual budget based on District resources and needs;
- B. ensure that all District fiscal activities comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the rules of the Superintendent;
- C. provide for efficient management of the District fiscal systems of purchasing and supply management;
- D. ensure that proper personnel are employed and positions levels adequately maintained in the areas of his/her responsibility;
- E. increase the capability of his/her staff through supervision and in-service training;
- F. analyze the effectiveness of those District programs in his/her areas of responsibility and recommend changes in program, staffing, or management strategies as necessary;
- G. ensure efficient use of resources toward the achievement of District goals;
- H. work cooperatively with the Superintendent and staff toward the achievement of District objectives;
- I. help interpret the budget and the District affairs under his/her supervision to interested members of the community;
- J. improve personal capabilities in financial strategies and supervisory methods.

The Treasurer shall be directly responsible to the Board for the performance of his/her assigned duties and responsibilities.

Observation of his/her performance and preparation of performance reports shall be the responsibility of the Board.

R.C. 3301.074

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1330**

EVALUATION OF THE TREASURER

Market Street School

5:00 p.m.

January 20, 2009

The Board of Education requires evaluation of the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. The Board, in establishing procedures for a formal

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performance evaluation of the Treasurer and conducting the evaluation in accordance with those procedures, shall consider the evaluation(s) in deciding whether to renew the Treasurer's employment contract. However, the establishment of the evaluation procedure does not create an expectation of continued employment. The Board is responsible for the final determination regarding the Treasurer's employment contract.

The objectives of the Board's evaluation shall be to:

- A. promote professional excellence and improve the skills of the Treasurer;
- B. improve the quality of District educational services;
- C. provide a basis for the review of the Treasurer's performance.

Criteria for the evaluation of the Treasurer shall be based upon the job description and shall relate directly to each of the tasks described therein. Each criterion shall be brief and shall focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in the same format.

Data for the evaluation of the Treasurer will be gathered by any one (1) or more of the following methods:

- A. direct observation
- B. review of a document(s) produced in the performance of assigned duties
- C. interviews with the Treasurer regarding his/her knowledge of assigned duties
- D. reference to previous performance reports

The Board shall annually evaluate the performance of the Treasurer. Such evaluation shall include an assessment of the

- A. progress toward the established goals of the District;
- B. working relationship between the Board and the Treasurer.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted.

As an outcome of the evaluation of the Treasurer's performance, the Board should be prepared to judge the advisability of retention of the Treasurer and be prepared to:

- A. determine the Treasurer's salary;
- B. identify strengths and weaknesses in his/her operation and determine means by which weaknesses can be reduced and strengths are maintained.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1340**

NON-REEMPLOYMENT OF THE TREASURER

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only the best qualified person as Treasurer for this District.

The Board may, at any regular or special meeting held during the period beginning on the first day of January of the calendar year preceding the year the Treasurer's contract of employment expires and ending on the first day of March of the year the contract expires, re-employ the Treasurer for a succeeding term not longer than five (5) years, beginning the first day of August immediately following the expiration of the Treasurer's current term of employment and ending July 31st.

At the expiration of a Treasurer's current term of employment, the Treasurer is deemed re-employed for a term of one (1) year at the same salary plus any increment that the Board may authorize, unless the Board, on or before March 1st of the year in which his/her contract of employment expires, either re-employs the Treasurer for a succeeding term or gives to the Treasurer written notice of its intent not to re-employ the Treasurer.

Except for a Treasurer who is automatically disqualified from service for failing to hold a valid Treasurer's license and is not considered an "otherwise qualified Treasurer", the termination of the Treasurer's contract shall be in accordance with R.C. 3319.16 and may be terminated for gross inefficiency or immorality for willful and persistent violations of reasonable regulations of the Board or for other good and just cause.

Reporting Professional Misconduct

Consistent with Policy 8141 and State law, the Board and/or the Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of professional misconduct on the part of the Treasurer, as a licensed professional, including a conviction of the Treasurer of certain enumerated crimes and/or conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not the Treasurer has committed an act or offense for which the Board is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the Treasurer. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting the Treasurer's license, the report(s) of any investigation will be moved to a separate public file.

R.C. 3313.22, 3319.16, 3319.31, 3319.313, 3319.39

A.C. 3301-73-21

2009

INCAPACITY OF THE TREASURER

It is the legal duty of the Board of Education to appoint a temporary or acting Treasurer by a majority vote of the Board upon determination that the Treasurer is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary Treasurer who shall serve until the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract whichever is sooner. S/He shall perform all of the duties and functions of the Treasurer, and may be removed at any time for cause by a two-thirds (2/3's) majority vote of the Board.

The Board shall determine that the Treasurer is incapacitated:

- A. at the request of the Treasurer and with medical documentation.
- B. upon certification of a physician selected and compensated by the Board and a physician selected and compensated by the Treasurer.

Where a physician selected by the Board disagrees with a physician selected by the Treasurer, the two (2) physicians shall agree in good faith upon a third impartial physician who shall examine the Treasurer. His/Her medical opinion shall be binding on the issue of medical capacity to perform assigned duties. The expenses of the third examination shall be borne by the Board.

If the Board determines that the Treasurer is unable to perform his/her duties, s/he may:

- A. at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy;
- B. at the request of the Board, be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy;
- C. at his/her request, be placed on a leave of absence without pay.

The foregoing leave shall not extend beyond the term of the contract.

The Treasurer may, upon request to the Board, and proper certification of recovery, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request.

The Treasurer may request a hearing before the Board or with a referee on any action taken under this policy.

R.C. 3313.23 et seq, 3313.51

Market Street School

5:00 p.m.

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2009

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document

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and describe the essential functions for professional and classified staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent shall maintain continuously a comprehensive, coordinated set of job descriptions for professional and classified staff positions.

Job descriptions for positions of Superintendent and Treasurer, which report directly to this Board, shall be defined as policies of the Board.

All other job descriptions shall be defined as guidelines of the Superintendent and will be originated and maintained in accordance with the provisions specified in the bylaws of the Board (See Bylaw 0131) and each shall contain the following provision:

- A. Employees will be evaluated, at least in part, against their job descriptions.
- B. Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

During the hiring process, the current job description for the position for which the individual is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

From time-to-time, the Board further recognizes that the Superintendent may find it necessary to revise job descriptions.

During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

R.C. 3313.602

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1411**

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

R.C. 4113.52

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1415**

SALARY, SEVERANCE PAY, FRINGE BENEFITS

The Board of Education shall, at the July Board meeting, establish each administrator's salary based on the recommendation of the Superintendent of Schools. The Superintendent's recommendation shall be based primarily on performance, but will also include consideration for degrees held, size of student body, size of staff, length of service, comparison to neighboring school districts, state and national salary averages for comparative positions, and finally, length of contract and number of vacation days. Administrators covered by this policy include the Superintendent (except where contract supercedes), Assistant Superintendent, Chief Financial Officer (except where contract supercedes), Director of Administrative Services, Director of Staff and Pupil Services, Director of Curriculum and Professional Development, Director of Food Services, Technology Coordinator, Principals, Assistant Principals and Director of Transportation.

Administrators will receive twenty-six (26) paychecks per year or twenty-seven (27) in years applicable.

Term life insurance in the amount of three (3) times the administrator's salary to a maximum of \$250,000 shall be provided by the Board of Education.

Administrators will be allowed to accumulate 360 sick leave days.

Severance pay will be one-fourth of accumulated sick leave, not to exceed ninety (90) days X daily rate at time of retirement. Administrators who retire when they are first eligible under STRS and SERS rules are eligible for super severance (one-half [1/2] of the accumulated sick leave pay not to exceed 115 days). Daily rate is defined as the higher of administrative salary plus pick up of the pickup divided by the number of contract days or the daily rate of teachers with thirty (30) years of service and Masters +30 educational level.

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For non-certified administrators employed after October 1, 2004 super-severance daily rate is defined as the administrative salary plus pickup of the pickup divided by the number of contract days.

Payment of super severance shall be made in two (2) equal installments as follows:

- A. The first payment shall be made within fifteen (15) days of the Treasurer's receipt of written confirmation from STRS or SERS that the administrator is retired and receiving STRS or SERS benefits.
- B. The second payment shall be made the following January.

Administrators will be employed on a 223 day or a 260 day contract, as determined by the Superintendent. **NOTE:** Administrators are required to work on snow/calamity days when school is not in session.

Administrators on a 260 day per year contract are granted twenty (20) vacation days and twelve (12) paid holidays. No more than five (5) days of vacation may be carried over each year. The following are established as paid holidays: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day and Christmas Day.

Professional growth for administrators is encouraged. The Board of Education will pay for the following each contract year subject to appropriation limits set annually by the Board:

- A. Conference and workshop registration
- B. Meals
- C. Lodging (actual cost of room)
- D. Membership fees for one state and one national organization each year

Administrators will be compensated for the use of their private vehicles for official school business. All actual expenses for taxicabs, eligible mileage reimbursement, etc., which must be requested on the approved form supplied by the Treasurer's office staff, will be paid at the IRS rate.

Administrators will be eligible for reimbursement for successful completion (minimum grade of C or P in a pass/fail course) of prior approved college and university courses per contract year as follows: A maximum of three (3) semester credit hours or four and one-half (4.5) quarter credit hours at the rate of \$300 per semester hour and \$200 per quarter hour.

Administrators are eligible for the following fringe benefits:

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- A. Personal leave - three (3) days per contract year. Prior approval must be obtained from the Superintendent.
- B. Medical, dental and prescription insurance with the Board paying ninety-two and one-half (92.5) percent of the monthly premiums and the employee paying seven and one-half (7.5) percent. Each administrator is eligible for one medical, dental and prescription policy per family unless otherwise specified in the administrator's employment contract.
- C. Attendance of children of administrators - school aged children of administrators who are not residents of the New Richmond Exempted Village School District shall be eligible to attend the New Richmond Schools without payment of tuition charges, provided the

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administrator or supervisor files an application with the Superintendent by August 1 preceding each school year indicating that the administrator wishes his/her child(ren) to attend New Richmond Schools and the Superintendent determines that there is space available for the child to attend the New Richmond Schools.

The Board of Education will pay the full retirement contribution for all administrators to STRS/SERS on a tax deferred basis.

The Board of Education will pay directly to vendors an amount not to exceed \$3,000 for documented expenses incurred by an administrator in establishing permanent residency in the New Richmond Exempted Village School District within the first twelve (12) months of his/her initial term of employment.

O.R.C. 339.10

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1430.02**

LEAVE OF ABSENCE FOR EMPLOYMENT BY A COMMUNITY SCHOOL

An administrator, who is employed by the District and is seeking to be employed by a conversion or new start-up community school sponsored by or located within the District, shall be provided with a leave of absence from the District of up to three (3) years for service in the community school.

To maintain eligibility for this leave, the administrator must be continuously employed by the community school during the leave of absence.

An administrator, who is employed by the District and will be employed by a conversion or new start-up community school that is not sponsored by or located within the District, shall not be provided with a leave of absence for service in the community school.

Eligibility for Benefits while on Leave of Absence

During the leave of absence, an administrator shall remain eligible for the insurance benefits that are provided to regularly employed staff members, as well as STRS benefits, provided such staff member pays the entire cost associated with such benefits. The right to benefits does not apply if a collective bargaining agreement that is applicable to staff members of a conversion community school provides otherwise.

A staff member shall not be permitted to accrue personal leave or vacation leave for use as an employee of the District while s/he is on a leave of absence.

A staff member who is employed by a conversion community school shall be permitted to use any and all sick leave which was accrued during the staff member's employment with the District prior to his/her leave of absence for sick leave in accordance with state law. If a staff member uses his/her accrued sick leave while working with the conversion community school under this Policy, the costs of the staff member's salary paid by the community school shall be reported to the State Department of Education. The cost of employing a substitute while the staff member is on sick leave shall be paid by the community school.

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Return to Employment in the District

When the leave of absence period has expired or at such time when the administrator has been discharged from his/her employment with the community school, the administrator shall be entitled to return to employment with the District. Upon the administrator's return to employment, any and all applicable seniority shall be calculated to include all employment by the:

- A. District prior to leave of absence;
- B. community school during the leave of absence; and
- C. District after the leave of absence.

The staff member shall also be restored to his/her previous position and salary or to a similar position and salary, provided that the staff member possesses valid certification/licensure.

The right to return to employment in the District does not apply to those staff members whose employment with the community school was terminated for a reason for which the Board would have sought to terminate the administrator in accordance with state law; in which event the Board may proceed to terminate the staff member's employment in accordance with the procedures set forth in state law.

Reduction in Force

If the District reduces the number of teachers it employs as a result of the return of an administrator(s), the District shall make the necessary reductions in accordance with the procedures set forth in state law or the Board's Administrative Suspension Policy.

Liability of District

The District is not liable for any action of a staff member while s/he is on a leave of absence and employed by a community school.

R.C. 3314.10, 3319.16, 3319.17

R.C. Chapter 3307

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1460**

PHYSICAL EXAMINATION

The Board of Education, acting through the Superintendent reserves the right to require, after a conditional offer of employment, that the successful candidate submit to a medical examination in order to determine his/her physical and/or mental capacity to perform the essential functions of the position, with or without reasonable accommodation, provided that the Board requires other successful candidates for the same position (or job classification) to do so. Such examinations shall be done in accordance with the Superintendent's guidelines and/or the terms of the negotiated/collectively-bargained agreements.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification (see Form 3160 F2).

Such report should indicate whether the candidate can perform the essential functions of the position, with or without reasonable accommodation.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act. In the event of a report indicating that the candidate is not qualified to perform the position's essential functions, with or without reasonable accommodation, the Superintendent will make a recommendation to the Board of non-employment. The Superintendent or his/her designee may discuss the results of the report with the healthcare provider who conducted the medical examination prior to the Superintendent making a recommendation to the Board.

The Board shall pay for required examinations.

The Board requires, at initial employment, that all professional staff members undergo a tuberculosis examination in accordance with law.

R.C. 3313.71
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
29 C.F.R. Part 1630
A.C. 3701-15-02

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1481**

USE OF EMPLOYEE'S PERSONAL PROPERTY AT SCHOOL

From time-to-time Board of Education employees may wish to bring personal property to school either for reasons associated with administrative responsibilities or for use during off-duty time. This practice is permitted provided it is understood that the Board is not responsible for any loss, damage, or misuse of said property.

Board employees are permitted to possess personal communication devices (e.g., cellular telephones) at work in accordance with Policy 7530.01.

Other individuals may wish to bring personal property onto District premises. The owner of the personal property bears all responsibility and assumes all risk for loss, damage or misuse of said personal property while it is on Board property. This provision applies, without limitation, to trespassers, invitees, visitors, and independent contractors.

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The limitation of liabilities set forth in the previous paragraphs applies to all personal property, regardless of any benefit the Board receives from its use.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1520**

EMPLOYMENT OF ADMINISTRATORS

The Board of Education recognizes that it is vital to the successful operation of the District that administrative positions created by the Board be filled with highly qualified and competent personnel. The Board may contract with the governing board of the educational service center from which it otherwise receives services to conduct searches and recruitment of candidates for assistant superintendent, principal, assistant principal, and other administrator positions.

The Board shall approve the employment, determine the compensation, and establish the term of said employment for each administrator employed by the Board. Individuals may be employed as administrators pursuant to a limited contract for a term not to exceed three (3) years, unless the individual has been employed by the Board as an administrator in the District for three (3) or more years, in which case his/her term of the contract shall be for not more than five (5) years and, unless the Superintendent recommends otherwise, not less than two (2) years. If, however, the Superintendent so recommends, an individual who has been employed as an administrator in the District for three (3) years or more, may be issued a one (1) time contract of one (1) year. All subsequent contracts granted to such individual must be for a term of not less than two (2) years and not more than five (5) years.

The Board shall only employ those candidates nominated by the Superintendent, unless otherwise authorized by law.

Any person employed as an assistant superintendent, principal, assistant principal, or other administrator shall possess a valid certificate/license issued pursuant to Ohio law and shall file a copy of his/her certificate/license with the District.

To the extent permitted by law, the Board may request the State Board of Education to issue a one (1) year temporary educator license to a candidate recommended by the Superintendent for an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

Relatives of Board members may be employed by the Board, provided the member of the Board does not participate in any way in the discussion or vote on the employment when such a conflict of interest is involved.

An individual who is related to [a] staff member[s] may be employed as an administrator by the Board provided the administrator is not placed in a position in which s/he will supervise directly the staff member to whom s/he is related.

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Applications for employment as an administrator will not be accepted from any current Board member. If a Board member wishes to apply for a position on the administrative staff, his/her resignation must be accepted by the Board prior to submitting an application.

Any applicant under final consideration of employment with the Board must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

The Superintendent may recommend and the Board may approve the reemployment of an administrative staff member at any regular or special meeting held during the period beginning on the first day of January of the calendar year immediately preceding the year of expiration of the employment contract and ending on the last day of March in the year the employment contract expires.

The Board may, by a three-fourth's (3/4's) majority vote of its full membership, reemploy an assistant superintendent, principal, assistant principal, or other administrator whom the Superintendent refuses to nominate. If need be, and to the extent permitted by law, the Board may request the State Board of Education to issue a one (1) year temporary educator license to an administrator whom the Superintendent has refused to nominate for reemployment in an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

Before taking action to renew or non-renew the contract of any administrator and prior to the last day of March of the year in which the administrator's contract expires, the Board shall notify each such administrator of the date his/her contract expires and in form the administrator that s/he may request a meeting with the Board to discuss its reasons for considering renewal or non-renewal of his/her contract. Upon the request of the administrator, the Board shall meet with him/her in executive session. The administrator shall be permitted to have a representative of his/her choice present at that meeting.

If the Board fails to provide the evaluations as required by Board Policy 1530 or if the Board fails to provide, following the request of the administrator, a meeting for the purpose of discussing the Board's reasons for considering renewal or non-renewal of the administrator's contract, then the administrator shall be automatically reemployed at the same salary plus any increments that may be authorized by the Board, and the term of reemployment shall be one (1) year, unless the individual has been employed as an administrator by the District for three (3) years or more in which case the reemployment shall be for a term of two (2) years.

Furthermore, an administrator shall be deemed reemployed upon expiration of his/her contract term unless the administrator notifies the Board to the contrary on or before the first day of June, or unless the Board either reemploys the administrator for a succeeding term or gives written notice of its intent not to reemploy the administrator on or before the last day of March in the year in which said contract expires. In such instances, the reemployment shall be at the same salary plus any increments that may be authorized by the Board, and the term of reemployment shall be one (1) year, unless the individual has been employed as an administrator by the District for three (3) years or more in which case the reemployment shall be for a term of two (2) years.

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Any administrator's intentional misstatement of fact material to qualifications for employment or reemployment, or to the determination of salary, shall be considered by this Board to constitute grounds for dismissal.

All administrators shall become familiar with the policies of the Board and other such guidelines, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any administrator employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such lesser penalty as the Board may prescribe.

Except by mutual agreement of the parties thereto, no administrator shall be transferred during the term of his/her contract to a position of lesser responsibility. Furthermore, no contract may be terminated or suspended except in accordance with State law.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of administrative staff.

R.C. 2909.34, 3319.01, 3319.02, 3319.07, 3319.16, 3319.17, 3319.171, 3319.225
R.C. 3319.27, 3319.36

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1530**

EVALUATION OF ADMINISTRATORS

Application

This policy shall apply to all persons employed by the Board of Education in a position requiring licensure as an administrator. This definition excludes school counselors but includes professional pupil services personnel and administrative specialists who spend less than fifty percent (50%) of their time teaching or otherwise working directly in the presence of students.

This policy shall also apply to all persons employed in positions not requiring administrative licensure, but whose job duties enable them to be considered either a "supervisor" or "management level employee" as defined in Section 4117.01 of the Ohio Revised Code.

Procedures

General Requirements

The Superintendent shall implement a program of regular evaluation for all administrative personnel which includes the following elements:

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- A. The evaluation process shall fairly attempt to measure the administrator's effectiveness in performing the duties set forth in his/her job description.
 - B. A written evaluation document shall be produced for each evaluation. Each administrator shall be evaluated at least once annually.
 - C. The evaluation shall be conducted by the Superintendent or his/her designee (such designation may be oral or in writing) prior to the Board's consideration of contract renewal or non-renewal, the Superintendent shall review the results of the evaluation process with the Board.

Evaluation Instruments

The Superintendent may, in his/her discretion, utilize a single evaluation instrument for all administrative positions, instruments particularized for each position, or a combination of both types of instruments.

Evaluation instruments shall be developed and/or utilized by the Superintendent as s/he may determine in his/her best professional judgment and may be modified from time-to-time by the Superintendent in the exercise of such professional judgment. Specific Board approval of the evaluation instruments or modifications to such instruments shall not be required.

Basis for Evaluation

Each evaluation shall fairly attempt to measure the administrator's effectiveness in performing the duties of his/her job description.

Evaluations may be based upon the direct formal observations of the administrator, but may also consider informal or incidental observations and other relevant information which is within the knowledge of or brought to the attention of the evaluator. Out-of-school conduct may be considered if such conduct impairs the individual's effectiveness as an administrator or as a role model for students and staff.

Observations and Conferences

A pre-evaluation conference may be conducted if deemed necessary or advisable by the evaluator.

Formal observations may be made of the administrator, either announced or unannounced, but shall not be a required element of the evaluation process. Whether formal observations are appropriate to the position shall be determined by the evaluator on a case-by-case basis.

Following any formal observations and/or gathering of other evaluative data, and before finalizing any evaluation report, the evaluator shall arrange a post-evaluation conference at which the results of the evaluation process are discussed with the administrator. To the extent that any weaknesses or deficiencies have been identified in the evaluation process, the evaluator shall offer suggestions for improvement. Identified weaknesses and suggestions for improvement shall be identified in the evaluation report, but shall not be a required element of any evaluation.

A final written evaluation report shall be produced in a manner deemed appropriate by the evaluator, in consultation with the administrator. This evaluation report may be combined with the evaluation instruments, or may be a separate document. The evaluation report shall be signed and dated by the administrator and the evaluator at the conclusion of the post-evaluation conference. The signature of the

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administrator shall not necessarily indicate that s/he agrees with the evaluator's comments or conclusions, but only that s/he has been made aware of such comments or conclusions. A copy of the evaluation report shall be provided to the administrator.

The final evaluation report for an administrator in the last year of his/her contract shall include the Superintendent's intended recommendation to the Board concerning the renewal or non-renewal of the contract.

Number and Timing of Evaluations

A. Administrator Not in Final Year of Contract

An administrator not in the final year of his/her contract shall be evaluated at least once during the school year. A written copy of the evaluation report shall be provided to the administrator no later than the end of the administrator's contract year as defined by the administrator's annual salary notice.

B. Administrator in Final Year of Contract

An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

Meeting with Board

Each administrator shall be provided the opportunity to meet with the Board in executive session prior to the Board's action on his/her contract. In this meeting, the Board shall discuss its reasons for considering the renewal or non-renewal of the contract. The administrator may be accompanied by a representative of his/her choosing at the meeting. However, no witnesses or other persons may appear with or on behalf of the administrator without the express permission of the Board.

Written notice of the right to have such a meeting with the Board shall be provided in accordance with law to each administrator whose contract is expiring at the conclusion of the current school year.

Written Rebuttal

The administrator may, at any time following the receipt of an evaluation report, submit a written rebuttal, not to exceed three (3) pages in length, which shall be promptly attached to the evaluation report and any copies of the evaluation report which are retained in the District's records or submitted to the Board for its consideration.

Legal Effect

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This policy and the procedures contained herein shall not create a legal expectancy of continued employment or a property interest in continued employment, and shall not be deemed a part of any individual administrator's contract or otherwise a contractual obligation of the Board.

To the extent that any of the procedures contained herein exceed the requirements of Ohio law, such procedures shall not be construed as a pre-condition to contract non-renewal and shall not prevent the Board from proceeding with a contract non-renewal which otherwise satisfies the minimum requirements of Ohio law.

R.C. 3319.02, 4117.01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1540**

SUSPENSION OF ADMINISTRATIVE CONTRACTS

The Board of Education recognizes that no contract entered into with a member of the administrative staff in accordance with Board Policy 1520 may be suspended except in the manner provided herein. Accordingly, this policy was developed with input from the District's administrative staff.

The reasons for which the Board will consider suspending an administrator's contract are:

- A. a decrease in the District's enrollment;
- B. a return to duty of an administrator after a leave of absence;
- C. the suspension of schools or territorial changes affecting the District;
- D. financial conditions affecting the District;
- E. reorganization and/or consolidation of administrative functions.

The following procedures will be followed in the event that the Board determines it is necessary to reduce its administrative staff through a suspension of contracts:

- A. If it is necessary to achieve a reduction in the administrative staff, the Board may proceed to suspend contracts in accordance with the recommendation of the Superintendent. In making his/her recommendation, the Superintendent will give consideration to administrators who have the greater seniority in administrative service with the District among those who are properly certificated/licensed for a particular position. However, the Board recognizes that administrative positions are not interchangeable, and that the primary factor in any reduction of administrators will be the best interest of the District.
- B. Any administrator whose contract is to be suspended as the result of a reduction in the administrative staff shall be notified, in writing, of his/her intended suspension at least fifteen (15) calendar days prior to the Board meeting at which the action is to be taken.
- C. The suspension shall not become effective sooner than thirty (30) days after said action.

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Administrators whose contracts are suspended pursuant to this policy and who were employed by the District previously under a continuing contract as a teacher or who had a continuing contract as a teacher elsewhere prior to being employed by the District as an administrator and who has served the District for at least two (2) years, shall be offered a position in the District as a classroom teacher in his/her area of certification/licensure, provided s/he possesses more seniority of service than the teacher with the least seniority of service who is currently employed.

Administrators whose contracts are suspended shall be on the administrative recall list for a period of thirty-six (36) months from the last day of active employment by the District, unless the administrator has accepted, prior to such time, other employment.

Administrators who are on the administrative recall list shall have the right of recall only to their prior position (i.e., "Assistant Principal at the Middle School") and only if the Board re-institutes that position.

However, the Board will consider such administrators for openings occurring in any other administrative position for which the administrator is qualified and holds the appropriate certification/licensure. The primary factor in filling administrative positions will be the best interests of the District.

An administrator shall be notified of a recall by certified mail and must accept, in writing, the employment within fifteen (15) days of service of the recall notice. It is the administrator's responsibility to maintain a current mailing address with the Board. Failure to accept recall within fifteen (15) days shall be interpreted as an indication that the administrator does not wish to return to active employment in the District and shall result in the removal of the administrator from the recall list. If the recall occurs after August 1st, the administrator must respond in writing within five (5) days or s/he will be removed from the recall list.

R.C. 3319.171

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**ADMINISTRATION
1541**

TERMINATION AND RESIGNATION

Termination

The employment contract of an administrator may be suspended and/or terminated, upon a majority vote of the Board of Education, for gross inefficiency, immorality, willful and persistent violation of Board policy or District guidelines, and other good and just cause including disclosing a question to a student on a State-mandated test. In such cases, the Board shall abide by due process, statutory procedures, and any applicable terms of the administrator's employment contract.

Resignation

An administrator may resign in accordance with law and any applicable terms of his/her employment contract.

Reporting Professional Misconduct

Consistent with Policy 8141 and State law, the Board and/or the Superintendent will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of licensed professional administrators, including a conviction of the administrator of certain enumerated crimes and/or conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not a licensed professional administrator has committed an act or offense for which the Board is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the administrator. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that licensed professional staff administrator's license or permit, the report(s) of any investigation will be moved to a separate public file.

R.C. 3319.02, 3319.15, 3319.151, 3319.16, 3319.161, 3319.31, 3319.313, 3319.39
A.C. 3301-73-21

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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2000**

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2623

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2623.01

Intervention

2700

School Report Card

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2105**

MISSION OF THE DISTRICT

VISION STATEMENT

Every child a high performing student; Every stakeholder a high performing team member

HIGH PERFORMING STUDENTS

- A. All students continuously achieve at higher levels than they currently are as determined by baseline data
- B. All students find a purpose in lifelong learning

HIGH PERFORMING TEAM MEMBERS

- A. Stakeholders* engage continuously in learning goals for students
- B. Stakeholders collaborate for student success

*Stakeholders: Students, teachers, parents, leadership, support staff and community

MISSION STATEMENT

Our mission is to ensure high performance of all students through academic rigor and best instructional practices in a safe environment, in collaboration with stakeholders.

ACADEMIC RIGOR

There are high expectations for learning for all students through curriculum, instruction, and assessment aligned to state and national standards. ("Raise the bar, close the gap, no excuses" ODE mission statement)

BEST INSTRUCTIONAL PRACTICES

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- A. Reliable
- B. Research-based
- C. Results-focused
- D. Adaptable
- E. Never-ending Quest

SAFE ENVIRONMENT

- A. An environment free of fear
- B. Physical
- C. Emotional
- D. Intellectual
- E. Social

COLLABORATION WITH STAKEHOLDERS

All stakeholders will be appropriately involved by working together to benefit the education of every student.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2110**

STATEMENT OF PHILOSOPHY

The New Richmond Exempted Village Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Ohio. The system was created by, and is governed by, State statutes. Members of a Board are, therefore, State officers chosen by citizens to represent them and the State in the legislative management of the local schools.

The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizens' desires, it is understood that when the citizens elect delegates to represent them in the conduct of specified educational programs, they, at the same time, endow their representatives with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

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- A. Maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.

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- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the state, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2111**

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a collaboration on the means for accomplishing those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals.

The Superintendent shall implement administrative guidelines by which a school-parent partnership can be established and maintained throughout the student's career in the District. Such guidelines should encompass parent participation, through meetings and other forms of communication, in:

- A. establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- B. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- C. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- D. establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child.

Relations with Parents

The Board feels that it is the parents who have the ultimate responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by:

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- A. supporting the schools in requiring their child observe all school rules and regulations, and by accepting their own responsibility for their child's willful in-school behavior;
- B. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;

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- C. maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

R.C. 3313.472

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2114**

MEETING STATE PERFORMANCE INDICATORS

It is the intent of the Board of Education that the District annually meet the specified number of performance indicators established by the State Board of Education to be designated as an "Excellent" School District.

The Superintendent shall develop a plan annually that outlines the steps the District needs to take if at least the required percentage of students is to meet or exceed the performance levels established by the State Board of Education for each of the performance indicators.

S/He shall also estimate the additional resources that will or may be necessary to be able to implement the annual plan and the annual cost to the District to provide such resources. These estimated costs shall then be incorporated into the budget proposals submitted to the Board each year.

R.C. 3302.02, 3302.03

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2120**

SCHOOL IMPROVEMENT

The Board of Education supports the concept of school improvement as established by the State Board of Education and will seek to create and/or maintain effective schools as defined by State guidelines.

In addition to adopting a Mission Statement and Educational Philosophy for the District, the Board shall create, as needed, policies which support the School Improvement Process.

The Superintendent shall establish administrative guidelines which will ensure that the following objectives can be achieved:

- A. School improvement plans which are developed and implemented by school-based teams, working collaboratively, so that both building level and District level goals for students can be identified and correlated, and then achieved through effective planning, problem-solving, and assessment.
- B. A District-wide, school-improvement plan which provides for building-level decision-making regarding program assessment, curriculum review, determination of performance standards, budgetary review, staff development, and the monitoring and assessment of student outcomes.
- C. Collaboration at both the building and District levels with parents, relevant institutions and groups, especially those in the community, who can support and facilitate school improvement in the District.

In order to enhance school improvement, the Superintendent is authorized to waive any policy that has been enacted in order to comply with the following Federal statutes/regulations and to request waivers from these laws/regulations from the Superintendent of Public Instruction:

Titles I, II, IV, VI, and Part C of Title VII of the ESEA Act of 1965

The Carl Perkins Vocational and Applied Technology Education Act

The General Education Provisions Act

Parts of Education Department General Administrative Regulations

In requesting such waivers, the Superintendent is to abide by the procedures established by the State Department of Education.

Goals 2000 - Educate America Act

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2131**

EDUCATIONAL OUTCOME GOALS

The Board of Education believes that the mission of the District is being accomplished when there is valid evidence that its educational programs are making it possible for students to achieve one or more of the following educational outcomes, commensurate with their ability and potential:

- A. job skills for the workplace and the skills and attitudes to obtain further education
- B. an understanding of others, including but not limited to those with social and cultural characteristics different from his/her own and of those with mental or physical disabilities and the ability to engage in responsible personal and/or support relationships with those who are different from one's social or ethnic groups

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- C. use of the knowledge, attitudes, and skills to contribute effectively to the decision-making processes of the political and other institutions of the community, state, country, and world
- D. use of the knowledge, habits, and attitudes that assure good personal and public health, both physical and mental
- E. the willingness and ability to apply ethical principles and values to his/her own life
- F. an understanding of his/her own worth, abilities, potentialities, and limitations
- G. enjoyment of the process of learning and commitment to continuous learning throughout one's lifetime
- H. the capacities for fulfilling satisfying and responsible roles in family life
- I. an understanding of and the ability to cope with change
- J. the educational goals specified in individual education program plans (IEP's)

A.C. 3301-35-02

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2132**

EDUCATIONAL PROCESS GOALS

In order to achieve the educational goals for students, the Board of Education will establish policies which will authorize and encourage:

- A. instruction which bears a meaningful relationship to the present and future needs and/or interests of students;
- B. specialized and individualized kinds of educational experiences to meet the different needs of students;
- C. an environment in which interaction among individual students and groups of students helps them learn how and when competition and cooperation are appropriate and productive in accomplishing goals;
- D. efficient and effective use of educational resources;
- E. continued professional growth of staff members;
- F. constructive cooperation with parents and community groups.

A.C. 3301-35-02

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2210**

CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provides instruction in courses required by statute and State Department of Education regulations;
- B. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- C. allows for the development of individual talents and interests as well as recognize that learning styles of students may differ;
- D. provides for continuous and cumulative learning through effective articulation at all levels;
- E. utilizes a variety of learning resources to accomplish the educational goals;
- F. provides for the use of phonics in the teaching of reading in grades K - 3;
- G. encourages students to utilize guidance and counseling services in their academic and career planning.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs before it is initiated.

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The Board encourages, where it is feasible and in the best interest of the District, participation in programs of educational research.

The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

R.C. 3301.07, 3301.132, 3313.60, 3313.602, 3313.843, 3315.07

R.C. 3317.023, 3317.11, 3319.02

A.C. 3301-99-01, 3301-35-02

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2220**

ADOPTION OF COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. The Board shall periodically adopt courses of study that define the key components of the District's curriculum and instruction.

No course of study shall be taught in the schools of this District unless the Board adopted it. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interest of the students. Each course of study shall:

- A. align with the District's mission, philosophy, educational goals, and strategic plan;
- B. identify learning and performance expectations;
- C. provide a scope and sequence of knowledge and skills to be learned;
- D. identify methods for assessment of student progress and the means for intervention;
- E. be guided by Ohio's State-adopted academic content standards.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

The Superintendent shall maintain a current list of all courses of study offered by this District.

The list shall include a description of each course of study and its date of adoption.

R.C. 3301.07, 3313.60

A.C. 3301-35-02

CONTROVERSIAL ISSUES

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

No classroom teacher shall be prohibited from providing reasonable periods of time for activities of a moral, philosophical, or patriotic theme. No student shall be required to participate in such activities if they are contrary to the religious convictions of the student or his/her parents or guardians.

The Board acknowledges that it may not adopt any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other noninstructional time periods when students are free to associate.

The Board also recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either the content or activities conflicts with his/her

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religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent requested absences.

The Superintendent shall develop administrative guidelines for dealing with controversial issues and with parental concerns about program content or the use of particular materials.

R.C. 3313.601

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2250**

INNOVATIVE PROGRAMS

The Board of Education wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board will encourage members of the school staff and of the student body who wish to pursue a promising program for school improvement.

An innovative program design shall address the steps below when appropriate to the project:

- A. Rationale
- B. Specific objectives
- C. Supportive research
- D. Budgeting
- E. In-service requirements
- F. Assessment of the learning
- G. Plans for broader implementation
- H. Methods for program evaluation

Each innovative program shall be consistent with the District's objectives and long range plans. Programs designed for disabled students must comply with Federal and State guidelines.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2260**

**NONDISCRIMINATION AND
ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, gender, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of race, color, gender, religious, national origin, cultural, or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to coordinate the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer shall also verify that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with

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Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and

academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

The Superintendent shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.

R.C. 3301.0711, 3302.01, 3302.03, 3313.61, 3313.611, 3313.612, 3317.03

A.C. 3301-35-02(A)

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 6101 et seq.

34 CFR Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Title III of the No Child Left Behind Act of 2001

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2260.01**

SECTION 504/ADA
PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, participation in, or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

As used in this policy and the implementing administrative guidelines, "an individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

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With respect to employment, a qualified person with a disability means a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Ohio law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

The Director of Staff and Pupil Services is the District's Section 504 Compliance Officer/ADA Coordinator ("Compliance Officer"). The Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act ("ADA"). A copy of the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, including copies of their implementing regulations, may be obtained from the Compliance Officer. The Compliance Officer can be reached at:

212 Market Street

513-553-2616

513-553-6431 (fax)

The Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted grievance procedure, and will attempt to resolve the grievances.

The Compliance Officer will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

Employment Practices

Discrimination Prohibited

In accordance with Section 504/ADA, no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any of the District's programs or activities. Further, the Board will take positive steps to employ and advance in employment qualified individuals with disabilities. The Board will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Reasonable Accommodation

The Board will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

The District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities. The District will meet its obligation through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the District will give priority to those methods that serve persons with disabilities in the most integrated setting appropriate.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities. The Board recognizes and acknowledges that students may be disabled and eligible for services under Section 504 even though they do not qualify for or require special education and/or related services pursuant to the IDEA. Students eligible for services under the IDEA will be served under existing special education programs.

If a student has a physical or mental impairment that significantly limits his/her learning, but does not require specially designed instruction to benefit educationally, the student will be eligible for reasonable, but more than standard, accommodations and/or modifications of the regular classroom or curriculum in order to have the same access to an education as students without disabilities. Such accommodations and/or modifications will be provided pursuant to a Section 504 Accommodation Plan (Form 2260.01A F13).

If a student has a physical or mental impairment, but it does not significantly limit his/her learning, the student will not be entitled to a Section 504 Accommodation Plan, but s/he may still be eligible for a "Classroom Accommodation/Checklist" (Form 2260.01A F14).

Parents/guardian/custodian ("parents") are invited and encouraged to participate fully in the evaluation process. If the parents disagree with the determination made by the District's professional staff, they may request a hearing with an impartial hearing officer.

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The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate to the needs of the person with disabilities. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in

the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such activities and services to the maximum extent appropriate to the needs of the person with a disability in question.

Notice of the Board's policy on nondiscrimination in employment and education practices and the identity of the District's Section 504/ADA Compliance Officer will be posted throughout the District, and published in the District's recruitment statements or general information publications.

The Board directs the Superintendent to prepare administrative guidelines for facilitating the prompt, fair and appropriate identification, referral, evaluation and placement of students with disabilities who qualify for accommodations under Section 504.

The Board will provide in-service training and consultation to staff on the education of persons with disabilities, as necessary and appropriate.

The Board will adopt a system of procedural safeguards that will provide for prompt and equitable resolution of complaints alleging violations of Section 504/ADA. Due process rights of students with disabilities and their parents under Section 504 will be enforced.

29 C.F.R. Part 1630

34 C.F.R. Part 104

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended,

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2261**

TITLE I SERVICES

The Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965.

The Superintendent shall prepare and present to the Ohio Department of Education a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

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A. **Assessment**

The Board shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Ohio Department of Education as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. **Scope**

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The program, for an entire school and/or a Targeted Assistance School shall include the components required by law as well as those agreed upon by participating staff and parents.

C. **Participation**

The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act.

D. **Comparability of Services**

Title I funds will be used only to supplement, not to supplant, State and local funds. The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.

The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students. The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments.

In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in an equitable manner throughout the District.

E. **Professional Development**

The Superintendent shall develop administrative guidelines whereby members of the professional staff shall participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and District funds;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
4. allocate part of the staff development to the following types of strategies:
 - a. performance-based student assessment

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- b. use of technology
- c. working effectively with parents
- d. early childhood education
- e. meeting children's special needs
- f. fostering gender-equitable education

F. Simultaneous Services

In accordance with law, a school offering Title I services may also serve other students with similar needs.

20 U.S.C. 6301 et seq.
34 C.F.R. Part 200, et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
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**PROGRAM
2261.01**

PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the students being served.

Each year the Superintendent shall work with parents of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent involvement policy to establish expectations for the involvement of such parents in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents of children receiving Title I services. The proposed policy must describe how the School District will:

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- A. involve parents in the development of the School District's Title I plans and in the process of school review and improvement, if necessary;
- B. provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student achievement and school performance;
- C. build the schools' and parents' capacity for strong parental involvement;
- D. coordinate and integrate parent involvement strategies with parent involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents and Teachers, and Home Instruction for Preschool Youngsters;
- E. in consultation with parents, annually evaluate the content and effectiveness of the parent involvement policy in improving the academic quality of schools, including:
 - 1. identifying barriers to greater parent participation;
 - 2. designing strategies for more effective parental involvement; and,
 - 3. revising the parental involvement policy if necessary;

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- F. involve parents of children receiving Title I services in deciding how Title I funds reserved for parent involvement activities will be allocated;
- G. provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
- I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
- J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- K. involve parents in the planning, review, and improvement of the Title I program;
- L. communicate information concerning school performance profiles and their child's individual performance to parents;
- M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
- N. provide timely responses to parental questions, concerns, and recommendations;
- O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

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- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parental involvement plan.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities.
- D. Parents of participating students' must be provided with:
 - 1. timely information about the Title I program and the school's parent involvement policy;

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2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels expected;
 3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible;
- E. As a component of the school parental involvement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents which outlines how the school staff, the parents, and the student will share responsibility for academic improvement and the means by which the school and parents will build and develop a partnership to help students achieve State standards. The compact must:
1. describe the school's responsibility to provide a high quality curriculum and instruction in a supportive, effective learning environment;
 2. describe the parent's responsibility to support their child's learning environment such as monitoring attendance, homework, extra-curricular activities and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children;
 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents on their child's progress; and reasonable access to the staff and to observe and participate in classroom activities.
- F. Parents of children receiving Title I services must be notified about school parent involvement policies in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.
- G. School parent involvement policies must be evaluated periodically to consider whether they meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving students achievement, the Superintendent and building principals must include provisions in the School District and school parent involvement policies regarding:

- A. assisting parents of children served under Title I in understanding the State's academic content and assessment standards, and in understanding how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement;
- C. educating teachers, pupil services personnel, and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to,

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communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;

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- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal programs;
- E. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators to improve the effectiveness of such training;
- B. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- C. train parents to enhance the involvement of other parents;
- D. adopt and implement model approaches to improving parental involvement;
- E. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- F. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

20 U.S.C. 6318 et seq.
34 C.F.R. Part 200 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2261.02**

TITLE I – PARENTS' RIGHT TO KNOW

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:

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1. information on the level of achievement of their child(ren) on the required State academic assessments;

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2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent(s) understand.

20 U.S.C. 6311

34 C.F.R. Part 200 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2270**

RELIGION IN THE CURRICULUM

Based on the First Amendment protection against the establishment of religion in the schools, no devotional exercises or displays of a religious character will be permitted in the District in the conduct of any program or activity under the jurisdiction of the Board. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District's schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use in the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets.

Accordingly, no student shall be exempted from attendance in a required course of study on the grounds that the instruction therein interferes with the free exercise of his/her religion. However, if after careful, personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons. The student will be provided with alternate learning activities during the times of such parent requested absence.

No classroom teacher shall be prohibited from providing reasonable periods of time for activities of a moral, philosophical, or patriotic theme. No student shall be required to participate in such activities if they are contrary to the religious convictions of the student or his/her parents or guardians.

The Board acknowledges that it may not adopt any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other noninstructional time periods when students are free to associate.

U.S. Const. Amend. 1
R.C. 3313.601

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2271**

POSTSECONDARY ENROLLMENT PROGRAMS

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

The Board will approve participation by students who meet the State Board of Education's criteria, to enroll in approved postsecondary programs during the ninth, tenth, eleventh, or twelfth grade year while in attendance in the District. Students will be eligible to receive secondary credit for completing any of these programs.

No student may participate without the written consent of the Superintendent and for those students under the age of eighteen (18), the written consent of the parents or without attending the counseling services offered in relation to this educational option.

The Board may deny high school credit for postsecondary courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (Postsecondary Enrollment Options) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

R.C. 3313.613, 3365.01 through 3365.09

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2280**

PRESCHOOL PROGRAM

The Board of Education recognizes a need to provide a preschool program to eligible children residing in its District and has obtained a license to operate a preschool program.

A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before August 1st of the year in which s/he applies for entrance and has not yet obtained the age at which s/he will be admitted in kindergarten.

Parents of children enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact their children, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, parents shall report to the school office.

Tuition and Fees

Tuition and fees may be charged to parents of preschool students, according to the Board adopted rate.

Transportation

Transportation may be provided for preschool students. Transportation shall be provided to disabled students as required by law.

Preschool program fieldtrips shall be planned in accordance with Policy 2340 and AG 2340A, AG 2340B, AG 2340C, AG 2340D, AG 2340E, and AG 2340F. Overnight trips will not be approved.

The Superintendent is directed to establish written guidelines for the preschool program addressing the following:

- A. staff
- B. cumulative records and student information
- C. program and curriculum
- D. health and safety requirements
- E. admission and attendance
- F. behavior management and discipline
- G. management of communicable diseases

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2312**

CLASS SIZE

The Board of Education requires that class sizes be determined with reference to instructional quality and economy of operation.

A desired range between the minimum and maximum number of students which teachers shall have in their regular classes shall be determined by the Superintendent.

In determining the maximum number of students in a class, consideration shall be given to:

- A. subject matter;
- B. type of instruction;
- C. ability of students;
- D. availability and appropriateness of aides;
- E. use of special facilities and equipment.

A.C. 3301-35-03 (A)(3)(4)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2330**

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The Superintendent shall develop rules for the assignment of homework according to these guidelines:

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- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.

- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2340**

FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other district-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other district-sponsored trip shall

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not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State.

The Superintendent shall approve all other such trips.

Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

Students may be charged fees, including, but not limited to, admission fees, for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;

- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled round trip from the point of exit and entry of the State is more than 240 miles.

R.C. 3327.15

A.C. 3301-83-12, 3301-83-16(A)(B)(E)

Auditor of State Bulletin 2000-006

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2370**

EDUCATIONAL OPTIONS

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

The Superintendent shall prepare a plan of educational options for use in meeting special needs. Such options may include, but not be limited to, distance learning, on-line coursework, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, and early college entrance.

Prior approval of the educational option application (Form 2370 F1) by the Superintendent shall be required before a student participates in one (1) of the available educational options. Prior permission of a parent or guardian shall also be required before a student under age eighteen (18) participates in one (1) of the available educational options.

Participation in an educational option shall be in accordance with an instructional plan which will be developed based on the individual student's needs. The instructional plan will include:

- A. instructional objectives that align with District's curriculum requirements;
- B. a description of the criteria and method for assessing student performance;

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- C. an outline of specific instructional activities, materials and learning environments.

Participation must be subject to the oversight of a credentialed teacher who will review the instructional plan, provide or supervise instruction, and evaluate student performance.

Student performance shall be evaluated as either pass or fail, or by awarding letter grades relative to the instructional objectives set forth in the instructional plan.

Credit shall be granted to the student upon successful completion of the program. The credit shall be placed on the student transcript.

Credits earned from educational options may be counted toward graduation requirements in accordance with applicable State law and administrative code.

The Superintendent shall develop the administrative guidelines necessary to implement this policy.

A.C. 3301-35-06(G)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2411**

GUIDANCE AND COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools. Such a program must be found in the District Comprehensive Guidance Plan and may:

- A. assist students in achieving their optimum growth;
- B. enable students to obtain maximum benefit from the offerings of the instructional program of the schools;
- C. aid students in identifying options and making choices in vocational and academic planning;
- D. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- E. help students learn to make their own decisions and solve problems independently.

A program of guidance and/or counseling shall be offered to all students and shall include the services of professional guidance personnel and other designated faculty and staff members and appropriate members of the community.

The Superintendent is directed to implement the adopted counseling and guidance program which carries out these purposes and:

A. Market Street School involves appropriate staff members at every level; 5:00 p.m.

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- B. honors the individuality of each student;
- C. is integrated with the total educational program;
- D. is coordinated with available resources of the community;
- E. provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- F. is available equally to all students;
- G. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

R.C. 2151.421, 2317.02 (G)
A.C. 3301-35-03

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2412**

HOMEBOUND INSTRUCTION PROGRAM

The Board of Education may provide individual instruction to students who are unable to attend classes because of accident, illness, or disability.

Documentation of the medical condition shall be done through a physician licensed to practice in this State who shall:

- A. certify the nature of the medical condition;
- B. state the probable duration of the confinement.

Applications must be approved by the Superintendent.

The program of homebound instruction for students with disabilities shall be in accordance with the terms of the student's IEP.

Teachers providing homebound instruction shall hold an Ohio teaching license appropriate for the level of instruction for which the assignment is made. The amount of instructional time shall be limited to five (5) hours per week for non-disabled students, and shall be in accordance with the revised IEP for students with disabilities.

Instruction will not be provided when:

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- A. the instructor's presence in the place of a student's confinement presents a hazard to his/her health;
 - B. a parent or other adult in authority is not at home with the student during the hours of instruction;
 - C. the condition of the student is such as to preclude his/her benefit from such instruction.

R.C. 3323.12

A.C. 3301-51-03(E)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2416**

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed

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and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

A.C. 3301-35-02(C), 3301-35-01(D)(5)
20 U.S.C. 1232(g)(h)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2421**

CAREER-TECHNICAL EDUCATION PROGRAM

The Board of Education recognizes that career-technical education is a viable program component for students.

For purposes of this policy, "career-technical education" shall be defined as programs and services (formerly known as vocational education) that prepare students:

- A. for careers and continued education;
- B. for entry in the labor market as employable individuals immediately after graduation with productive, saleable skills;
- C. to pursue education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;
- D. to participate successfully in the world of work while continuing their education in order to help offset higher education expenses.

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The Board shall provide an approved plan for secondary career-technical workforce development programs for students in grades 9 through 12. The plan will be updated at five (5) year intervals to provide a revised current listing of District programs. At that time the plan will be submitted to the Ohio Department of Education. The program listing shall reflect current and future needs of students, community, business and industry and meet Ohio Department of Education criteria for secondary workforce development programs.

The Board shall provide, in cooperation with the U.S. Grant Career Center, a career-technical education program.

The Board directs that any efforts to recruit students to participate in a particular vocational program must include literature and comparable recruitment efforts for students with disabilities in a format and context in which they communicate.

The career-technical education program may also include:

- A. a shared-time program outside of school;
- B. a work-study program involving the employment of qualified students.

Work-study programs are available to students without regard for race, color, national origin, sex, age, or disability. The application forms for work-study programs shall contain a notice of nondiscrimination and each employer associated with a work-study program must provide annual written assurance of nondiscrimination on the basis of race, color, national origin, sex, age, and disability prior to the time the students are selected and/or assigned.

R.C. 3313.53, 3313.90 et seq.

A.C. 3301-61

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2421.01**

STUDENTS AS TRAINEES

The Board of Education recognizes the value of providing students with experiences as part of their preparation for productive employment and appreciates the cooperation of local employers in accommodating such training activities at their places of business.

The Board authorizes the Superintendent to develop work-site training programs as part of the vocational education curriculum. S/He shall develop administrative guidelines whereby all such programs are reviewed to determine whether or not an employer relationship has been established according to criteria established by the Supreme Court in adjudicating cases related to the Fair Labor Standards Act. Particular attention should be paid to community-based programs for special education students and to vocational education programs in which students are producing goods or services for sale and the District is the recipient of the income therefrom.

29 U.S.C. 201-219

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2430**

DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 -- Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

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In order to be eligible for any co-curricular, interscholastic and noninterscholastic extra-curricular activity, a student must meet the following requirements:

- A. to meet unconditional eligibility requirements, any student participating as a member of an activity must have received a passing grade in all courses in which s/he was enrolled in the immediately preceding grading period with a minimum 1.5 grade point average.
- B. to meet conditional eligibility requirements, any student participating as a member of an activity must have received a failing grade in not more than one (1) course in which s/he was enrolled in the immediately preceding grading period with a 1.0 grade point average.

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- C. Conditional eligibility requires that the student must maintain passing grades in all courses on a weekly basis or lose eligibility for the succeeding week. The students must also attend two (2) study tables per week as required or lose eligibility for the succeeding week. Conditional eligibility may be granted only twice per school year.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period enough to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they 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 (See Policy 5610.05 - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

R.C. 3313.53, 3313.664, 3315.062

A.C. 3301-35-03

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2430.01**

SPECIAL PROGRAMS BY COMMUNITY VOLUNTEERS

The Board of Education believes in providing opportunities for students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities. The Board recognizes that the community itself can be an excellent resource for such activities and welcomes the participation of community members who have special knowledge and skills that can add to the District's program.

In order to ensure that activities recommended by or involving community volunteers in an instructional role are in keeping with District philosophy and will help students better accomplish the learning goals of the District's program, the Board establishes the following guidelines for the approval of any activity involving community volunteers:

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- A. Any suggested activity must be presented to the Superintendent, in writing, at least fourteen (14) days prior to the planned starting date.
- B. Each request must include:

1. the purpose of the activity;
2. the students for whom the activity is planned;
3. the intended learning outcomes;
4. an explanation of how the intended learning outcomes contribute to the accomplishment of District goals;
5. the names and qualifications of those community volunteers who will be participating in any aspect of the activity;
6. the number of hours and total duration of the activity;
7. an itemization of the District resources (staff, facilities, equipment, etc.) that will be needed and their estimated cost.

The Board delegates to the Superintendent the responsibility for approving each requested activity based on its educational merits and relationship to the total District program.

In addition to those established for all regular co-curricular and extra-curricular programs, the Superintendent will prepare any special administrative guidelines required for the proper conduct and evaluation of activities involving community volunteers.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2431**

INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value of interscholastic athletics as an integral part of the total school experience for students of the District and to the community.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall approve annually a program of interscholastic athletics.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

Academic eligibility requirements for all students, grades 7 – 12, participating in interscholastic athletics include the following:

- A. Each participating student must meet or exceed the scholarship requirements of the OHSA (Ohio High School Athletic Association).
- B. To meet unconditional eligibility requirements, each student must have received a passing grade in all courses in which s/he was enrolled in the immediately preceding grading period with a minimum 1.5 grade point average.
- C. To meet conditional eligibility requirements, each student must have received a failing grade in not more than one (1) course in which s/he was enrolled in the immediately preceding grading period with a minimum of 1.0 grade point average.
- D. Conditional eligibility requires that the student must maintain passing grades in all courses on a weekly basis or lose eligibility for the succeeding week. The student must also attend two (2) study tables per week as required or lose eligibility for the succeeding week. Conditional eligibility may be granted only twice per school year.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the individualized student's disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

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- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment;

- E. refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

“Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.”

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician; parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include procedures by which these values will be communicated to students, parents, and supporters.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they 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 (See Policy 5610.05 - Prohibition From Extra-Curricular Activities).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

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- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.752, 3315.062
Ohio High School Athletic Association

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2440**

SUMMER SCHOOL

The Board of Education may conduct a summer program of academic instruction for resident students of this District.

Summer school instruction shall be designed to provide opportunities for students to:

- A. improve learning skills;
- B. explore new academic areas.

The Board may annually approve a summer school program. In order to support such a program of summer instruction, the Board will:

- A. employ teaching staff;
- B. purchase such books, materials, supplies, and equipment as may be necessary;
- C. make available school facilities as required;
- D. provide necessary custodial services.

Tuition fees shall not be charged to students domiciled within the District.

Instructional fees may be charged to all students, when necessary.

With regard to transportation, the Board accepts responsibility for disabled and disadvantaged students if the IEP Team so determines.

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The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. The Board will offer a food service program during:

- A. summer remediation provided to students who scored lower than "proficient" on the third grade reading achievement test;
- B. summer intervention services provided to students who took practice versions of the Ohio Graduation Tests in ninth grade; and
- C. any future summer intervention programs required under law.

If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

The Superintendent shall be responsible for developing administrative guidelines for the operation of the summer program which shall be consistent with Board policies and not conflict in any way with the administration of the regular school sessions of the District.

R.C. 3313.57, 3313.641, 3313.813

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2451**

ALTERNATIVE SCHOOL PLANS/PROGRAMS

The Board of Education recognizes that the regular school program may not be appropriate for all students and that certain students may need special programs to help them overcome attendance, academic, and/or behavioral problems.

The Board authorizes the Superintendent to establish or to cooperate with other Districts in establishing an alternative school, in accordance with R.C. 3313.533, for grades 7 - 12. The purpose of the alternative school will be to provide an option to suspension/expulsion from school or a program to help students remediate their behavior.

R.C. 3313.533

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2460**

SPECIAL EDUCATION

The Board of Education, is committed to the provision of a free, appropriate, public education for children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

In keeping with the requirements of the Ohio Department of Education for compliance with the *Operating Standards for Ohio Schools Serving Children with Disabilities*, the Board of Education has selected the

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narrative version of the Model Procedures for the Education of Children with Disabilities, which is incorporated by reference into this policy.

R.C. 3323.05, 3323.051, 3323.08

A.C. 3301-51-01 et seq., 3301-51-02(F)

20 USC 1401 et seq.

IDEA, 20 U.S.C. 1400 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2461**

RECORDING OF IEP TEAM MEETINGS

The recording of IEP Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

- A. If a parent believes that tape recording an IEP Team meeting is necessary, s/he should notify Director of Staff and Pupil Services in writing, preferably at least two (2) school days before the IEP Team meeting, of his/her desire to tape record the meeting. Director of Staff and Pupil Services will notify the parent at least one (1) school day before the meeting if s/he intends to deny the parent's request to record the meeting.
- B. If the District representative denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the tape recording of IEP Team meetings involved situations when a parent or other IEP Team member has a disability recognized under Section 504/ADA or some other language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to tape record the meeting, s/he must use his/her own recording device and tapes, and the District will similarly record the meeting.

Because videotaping an IEP Team meeting can be obtrusive and disruptive to the IEP process, the videotaping of an IEP Team meeting may only occur if all IEP Team members consent in writing.

If the District audiotapes or videotapes an IEP Team meeting, the resulting tape shall become a part of the student's educational record and will be maintained in a confidential manner in accordance with State and Federal law.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2464**

GIFTED EDUCATION AND IDENTIFICATION

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Operating Standards for Identifying and Serving Gifted Students as specified in the District Plan.

“Gifted” students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

The Superintendent shall identify children in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability in one or more of the following content areas:
 - 1. Mathematics
 - 2. Science
 - 3. Reading, writing, or a combination of these skills
 - 4. Social studies
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama.

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted as provided in the Chart of Approved Assessment Instruments for Gifted Screening and Identification. The District shall select instruments from the approved list that will allow for appropriate screening and identification of minority and disadvantaged students, students with disabilities, and students for whom English is a second language.

Scores on Ohio Department of Education approved assessment instruments provided by other school districts and trained personnel outside the School District shall be accepted.

The Board of Education shall adopt and the Superintendent shall submit to the Ohio Department of Education a plan for the screening, assessment, and identification of children who are gifted. Any revisions to the District plan will be submitted to the Ohio Department of Education for approval. The identification plan shall include the following:

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- A. the criteria and methods used to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas
- B. the sources of assessment data used to select children for further testing and an explanation to parents of the multiple assessment instruments required to identify children who are gifted
- C. an explanation for parents of the methods used to ensure equal access to screening and further assessment by all District children, culturally and linguistically diverse children, children from low socio-economic background, children with disabilities, and children for whom English is a second language
- D. the process of notifying parents regarding all policies and procedures concerning the screening, assessment, and identification of children who are gifted

- E. provision of an opportunity for parents to appeal any decision about the results of any screening procedure for assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services
- F. procedures for the assessment of children who transfer into the District
- G. at least two (2) opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children

The District's plan may provide for contracting with any qualified public or private service provider for screening or assessment services under the plan.

The Superintendent shall:

- A. ensure equal opportunity for all children identified as gifted to receive any or all services offered by the District;
- B. implement a procedure for withdrawal of children from District services and for reassessment of children;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. inform parents of the contents of this policy as required by R.C. 3324.06;
- E. submit, as required, an annual report to the Ohio Department of Education.

Placement procedures for District services shall be in conformance with the District's written criteria for determining eligibility for placement in those services.

- A. Written criteria for determining eligibility for placement in a gifted service shall be provided to any parent, District educator, or the Ohio Department of Education upon request.
- B. Written criteria provided by the District shall include an explanation of the methods used to ensure equal access to each gifted service for all eligible District students, including minority or disadvantaged students, students with disabilities, and students for whom English is a second language.
- C. Services which students receive shall be consistent with their area(s) of identification and shall be differentiated to meet their needs.
- D. Subjective criteria such as teacher recommendations shall not be used to exclude a student from service in the superior cognitive and specific academic areas who would otherwise be eligible.
- E. All District students who meet the written criteria for a gifted service shall be provided an equal opportunity to receive that service.

The Superintendent shall implement all policies and procedures in accordance with laws, rules and regulations, and follow the Operating Standards for Identifying and Serving Gifted Students.

The Superintendent shall develop a plan for the service of gifted students enrolled in the District identified under this policy. Services specified in the plan may include such options as the following:

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- A. a differentiated curriculum
- B. differentiated instruction
- C. cluster groupings
- D. mentorships/internships
- E. whole grade acceleration (see Policy 5410)
- F. subject acceleration (see Policy 5410)
- G. early entrance (see Policy 5112)
- H. early high school graduation (see Policy 5464)
- I. dual enrollment options including, but not limited to, the postsecondary enrollment option program
- J. advanced placement
- K. honors classes
- L. self-contained classrooms
- M. resource rooms
- N. independent study/educational options
- O. advanced online courses and programs
- P. other options identified in the rules of the Ohio Department of Education.

A Written Education Plan (WEP) will guide the gifted services based on the student's area(s) of identification and individual needs. The Written Education Plan shall:

- A. provide a description of the services to be provided;
- B. specify staff members responsible for providing that specific services are delivered;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. specify policies regarding the waiver of assignments and the scheduling of tests missed while participating in any gifted services provided outside the general classroom if different from the District policy detailed below;
- E. specify a date by which the WEP will be reviewed for possible revision.

Students participating in gifted services provided outside the general education classroom will generally be exempted from routine class work (worksheets, homework, etc.) assigned during absences from the regular classroom due to participation in the gifted services. Students are to turn in work due the day of absence and make arrangements to make up missed tests. Special class work (projects, book reports, etc.) assigned during the student's absence are to be completed. Exceptions to this policy will be detailed in the student's Written Education Plan.

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The District shall report to parents and the Ohio Department of Education that a student is receiving gifted education services only if the services are provided in conformance with the Operating Standards for Identifying and Serving Gifted Students.

R.C. 3301.07(K), 3324.01 - 3324.07, 3315.09, 3317.024(O)
A.C. 3301-51-15

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2510**

ADOPTION OF TEXTBOOKS

It is the legal responsibility of the Board of Education to approve all textbooks used as part of the educational program of this District. No such textbook will be approved which is not on a list duly filed in the Office of the Superintendent of Public Instruction.

The Board shall, at a regular meeting, select the textbooks to be used in the schools of this District.

Furthermore, it is the legal responsibility of the Board to provide the duly adopted, required textbooks to students who are enrolled in the District free of charge. Textbooks may be in a printed and bound or electronic format. An "electronic textbook" is defined as computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line service, electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means.

A student or his/her parent(s) may purchase a copy of the duly-adopted textbook, regardless of format, for the District's purchase price, including shipping and handling.

Substitution, alteration, or revision of any textbook within four (4) years of its selection and adoption shall require a four-fifths (4/5's) vote of the Board.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration.

The staff should continually research new sources and types of supplementary text materials and explore their innovative use.

The Superintendent shall develop a plan for the review and recommendation of textbooks to ensure staff participation and that members of the community are consulted, where appropriate, in the selection process.

In considering the approval of any proposed textbook, the Board recommends that the following factors be considered as part of any review process:

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- A. suitability for the maturity level and educational accomplishment of the students who will be using the book
- B. freedom from bias
- C. relationship to the course of study
- D. extent to which the content will make it possible for the student to achieve the learning objectives of the course of study and the educational outcomes of the District
- E. extent of inter-grade continuity

- F. impact on community standards of taste
- G. manner of selection
- H. cost
- I. appearance and durability

A list of all approved textbooks shall be maintained by the Superintendent and made available for the use of the professional staff.

R.C. 3329.01 et seq.

A.C. 3301-35-03(B)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2520**

SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment. In addition s/he shall periodically, provide for a systematic review, by the Board, of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

Students shall be held responsible for the cost of replacing any materials or property which are lost or damaged through their negligence.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop activities where the product becomes the property of the student.

R.C. 3329.05

A.C. 3301-35-03 (B)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2531**

COPYRIGHTED WORKS

2009

The Board of Education directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the Board's web site.

Because the Board hosts a web site and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability relating to material/information residing, at the direction of a user, on its system or network, the Board directs the Superintendent to annually appoint an individual as the agent to receive notification of claimed infringement. A link to the agent's mailing address, telephone number, and fax number shall appear on the home page of the Board's web site. Such contact information, along with the appropriate filing fee, shall also be provided to the Copyright Office of the Library of Congress.

The agent shall be responsible for investigating and responding to any complaints.

17 U.S.C. 101 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2575**

SERVICE LEARNING

General

The New Richmond Exempted Village School District Board of Education recognizes the importance of volunteer service to the community as compatible with the role of schools in today's society. Further, the school district supports the ideal that caring for others and the community are characteristics of responsible adults. Students who perform meaningful community service not only improve the lives of those whom they help but are also instilled with core values of good citizenship and responsibility through practical, hands-on experience.

To this end, all juniors and seniors will be required to complete a minimum of twenty (20) hours of unpaid, community service prior to graduation. Community service may be performed at any time during the students' junior or senior years, including the summer between, but in every case must be completed by the third Friday in May of the students' second semester of their senior year.

Students who complete community service hours in the summer prior to the start of the junior or senior years, may submit these hours to the Student Program Administrator (SPA) once school begins via the Pre-approval Form for consideration of possible credit for the summer hours. All forms must include the hours worked, the type of work performed, the agency assisted, and signatures of the student, student's parents, and on-site supervisor. The SPA will review all submissions and inform the student as to any and all hours credited to the twenty (20) hour requirement.

Community service is defined as an activity performed to benefit at least one other unrelated person and for which the volunteer receives no pay. Examples of non-profit organizations include the Red Cross, Goodwill Industries, Habitat for Humanity, etc. If an individual or group earns a profit from the students' work, it is not considered community service but simply "free labor." Service hours to benefit for-profit activities or businesses will not be applied to this requirement except under exceptional, pre-approved circumstances.

Curriculum Requirement

Community service work is considered an extension of the senior government class curriculum and a required assignment as described on the course syllabus. Completion of twenty (20) hours minimum will result in successful fulfillment of this assignment. Failure to complete twenty (20) hours will result in an unsatisfactory grade of "F" for the assignment and a "D" for the government course. Grades will not be pro-rated for those students who complete fewer than twenty (20) hours prior to the course deadlines.

Students enrolled in first semester senior government classes must fulfill the twenty (20) hour community service standard prior to the end of the first semester to receive full credit for both the assignment and the class. Those students who do not achieve twenty (20) hours prior to the end of Term 2 will be given a "D" for the course regardless of their overall class grade; however, deficient hours successfully attained during the second semester will be added to the first semester hours, and the first semester government grade will be adjusted accordingly if the twenty (20) hour standard is achieved. Therefore it is incumbent upon all Junior and seniors, especially first semester government students, to attain as many hours as possible prior to the end of the first semester of their senior year.

The only exception to the twenty (20) hour standard will be for newly enrolled students who will be required to complete five (5) hours for every semester attended at New Richmond High School. Enrollment at any point in the first semester of the junior year will require all twenty (20) hours. Credit for community service performed at other schools by newly enrolled students will be evaluated for credit after receipt of appropriate documentation from the student and previous school district.

Program Administrator

The Student Program Administrator (SPA) supervises this program, defines community service, tallies student hours, suggests volunteer projects, and advises students in planning. The SPA is not responsible for arranging community service nor expected to match students with agencies; however, the SPA will have an on-going list of those activities which seek volunteers and are appropriate to, the community service guidelines.

All community service projects must be approved by the SPA in writing and in advance of the student's starting date via the Pre-approval Form complete with name, phone number, signature, signature of the student's direct supervisor, and signature of the parent or guardian. Forms are available from the internet via EDLINE and the high school guidance office. The SPA, in conjunction *with the* building principal, will have the final authority to approve service projects and can only do so in writing via a completed Pre-approval Form. All forms must be signed by the student, parent, and work supervisor and submitted to the SPA prior to commencing any work.

Limitations

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Service through the Judicial System: Community service which is court-assigned will not be applied toward the twenty (20) hour minimum requirement.

Organization-Based Service: In general service performed for profit-making activities is not applicable with the exception of hospitals, nursing homes and other such medical providers. Service performed for an individual must be accomplished under the umbrella of a non-profit organization (e.g., after school tutoring) to be considered applicable.

Service through Religious Organizations: Participation in religious ceremonies, projects that further a religious denomination, or those that improve a particular church do not qualify as community service. For example, serving as an acolyte, reader, usher, earning funds to send missionaries abroad, working to increase church membership, or improving the physical condition of a structure or building do not qualify as community service.

Participation in church-sponsored community projects that benefit non-church members or the community at large may qualify as community service. An example would include a church group building houses with Habitat for Humanity. The test to determine if this type of voluntary effort is appropriate is whether such religious-affiliated community service is for the benefit of a particular church or denomination or if it is for needy individuals of the community who will be the recipient of the volunteer efforts.

Traditional School-Sponsored Activities: School-sponsored events which are traditionally performed after normal school hours are applicable but with a ceiling on the number of hours that can be applied to the two (2) year, volunteer service credit requirement.

After a formal announcement by a school official or sponsor that volunteers are needed for a certain event or activity, students will be permitted to sign-up; however, they will not be given credit for more than ten (10) hours of campus volunteer efforts no matter how many hours are actually worked. Examples include cleaning the campus after sporting events, planting flowers, and other campus-wide cosmetic or maintenance improvements.

Documentation: In order to receive community service credit, verification forms signed by the supervisor, student, and parent should be turned into the SPA within one (1) week of completion of the service. All forms must be submitted to the SPA by the third Friday of May of the students' senior year to receive full credit for all hours worked and successfully complete the government class assignment.

Forms may be picked up in the high school guidance office or downloaded from the Internet via EDLINE. To ensure that credit is available and appropriate for the type of service to be performed, except under very unusual or special circumstances, no one will receive credit for work that is not approved in advance by the SPA. Students should not assume that all community service volunteer efforts will be considered applicable to the twenty (20) hour standard. To insure that credit can be given for community service, students should always complete and submit a pre-approval form prior to commencing any work.

PROGRAM ACCOUNTABILITY AND EVALUATION

The Board of Education believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the District, the Board has the responsibility for assessing how well goals are being accomplished.

The Board shall fulfill this responsibility by establishing a means for the continued evaluation of results which shall be systematic and specific.

The following elements will be included in its accountability program:

- A. Clear statements of expectations and purposes for each program coupled with specifications of how their successful achievement will be determined.
- B. Provisions for staff, resources, and support necessary to achieve each program's purposes.
- C. Evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved.
- D. Recommendations for revisions and modifications needed to better fulfill expectations and purposes.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board. Findings of the assessment program may be used to evaluate the progress of students and:

- A. the effectiveness of the curriculum;
- B. the effectiveness of the school/delivery system.

The Superintendent shall recommend improvements in the educational program annually, based on District evaluation.

The Board reserves the right to employ experts from outside the School District to serve in the evaluation process.

The Board will annually make available to the public the progress of the student body toward the goals of the District.

Assessment results obtained under this policy shall not be used for comparison purposes except as required by statute and State Department of Education regulations or internally, as authorized by the Superintendent or Board.

R.C. 3301.13, 3301.132

A.C. 3301-35-02(E), 3301-35-07

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STUDENT ASSESSMENT AND
ACADEMIC INTERVENTION SERVICES

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments, and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one (1) or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

- A. State-mandated, tests (e.g., diagnostic assessments, and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;
- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- C. aptitude tests;
- D. District or teacher-made achievement or performance tests;
- E. vocational inventories;
- F. tests of mental ability.

“Achievement test” means “a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement.”

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

“Diagnostic assessment” means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."

"Ohio graduation tests" means "the achievement tests, aligned with academic content standards and model curriculum, designed to measure a student's level of academic achievement expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science."

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

"Statewide tests" means "any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State."

The Superintendent shall develop:

- A. procedures for the regular collection of student performance data;
- B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and
- C. procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student's test performance in each such test area, including intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012.

The Board shall require that:

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- A. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- B. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the Board's student records policy;
- C. the aggregate results of each school-wide, program-wide, and District-wide test be made part of the public record.

In accordance with State law, the Superintendent shall develop guidelines for the annual assessment of the reading skills of each student at the end of first and second grade, and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level.

The Board shall notify the parent or guardian of each student whose reading skills are below grade level and provide intervention services to each student reading below grade level. Such intervention services shall include instruction in intensive, systematic phonetics pursuant to rules adopted by the State Board of Education.

For any student who attains a score in the limited level of skill range on the third-grade reading achievement test, the Board shall do one of the following:

- A. promote the student to fourth grade if the student's principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared to be promoted to the fourth grade;
- B. promote the student to fourth grade, but provide the student with "intensive" intervention services in fourth grade; or
- C. retain the student in the third grade.

For any student who does not attain by the end of the third grade at least a score in the range of proficient in the reading test prescribed under R.C. 3301.0710(A)(2)(c), the Board shall offer intensive remediation services during the summer following third grade.

Summer remediation services shall meet the following conditions:

- A. the remediation methods are based on reliable educational research
- B. testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services
- C. the parents of participating student will be involved in programming decisions
- D. the services will be conducted in a school building or community center and not on an at-home basis

The Board shall keep records for each student including the following:

- Market Street School 5:00 p.m. January 20, 2009
- A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
 - B. a list or designation of which tests are required and which tests are not required
 - C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
 - D. score for each test taken, required or not
 - E. whether each student attained the requisite performance standard designated for each required test
 - F. what if any tests must still be taken
 - G. whether or not intervention must be provided, and
 - H. for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team. Accordingly, the student's IEP shall require that s/he take:

- A. the required assessments in the same manner as other students;
- B. the required assessments with accommodations appropriate for his/her disability; or
- C. an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

Market Street School

5:00 p.m.

January 20,

2009

The Superintendent shall implement administrative guidelines that comply with the State Department's regulations with regard to the administration of the State-mandated tests, including the reporting of results.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

R.C. 3301.079, 0710, .0711, .0714, .0715, 3313.608, 3313.608(D), 3313.6012

A.C. 3301-13, 3301-35

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2623.01**

INTERVENTION

The Board of Education believes that students should be given every opportunity to learn the skills and acquire the knowledge necessary to demonstrate proficiency on State-mandated tests and locally-developed assessments. Therefore, pursuant to State law, the Board will provide intervention for those students whose performance on these tests and assessments indicates a need for it.

The Board directs the Superintendent to develop a plan for intervention that will include:

- A. procedures for using diagnostic assessments;
- B. the classroom-based intervention strategies as well as other intervention strategies that will be used;
- C. procedures for the collection of student performance data;
- D. procedures for using student performance data to evaluate the effectiveness of the intervention strategies and to evaluate the instructional program.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROGRAM
2700**

SCHOOL REPORT CARD

Prior to October 31st of each year, the Superintendent shall prepare and publicly disseminate a report on the performance and operations of the District to all schools and parents in an understandable and uniform format and, to the extent practicable, in a language that parents can understand.

Market Street School

5:00 p.m.

January 20, 2009

The report shall contain the information called for on the form issued by the State Department of Education in accordance with State and Federal law. In any year that the School District receives Title I funds, the annual report must include, if appropriate:

- A. The number and percentage of schools identified for school improvement and how long they have been in that category.
- B. Information regarding student achievement on statewide academic assessments, comparing the District and the State as a whole.
- C. For each individual school:
 - 1. whether it has been identified for school improvement;
 - 2. information that shows how student achievement on statewide academic assessment compared to other students in the School District and to the State as a whole.

This information must be made publicly available through such means as posting on the internet and distribution to local media and public agencies.

The data from the local report card is to be used by each of the schools and the District as a whole in revising and upgrading school and District improvement plans.

20 U.S.C. 6311

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3000**

3000

PROFESSIONAL STAFF

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3112	Board-Staff Communications
3113	Conflict of Interest – Private Practice
3120	Employment of Professional Staff
3120.01	Job Descriptions
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3120.09	Volunteers

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Market Street School

5:00 p.m.

January 20,

3120.10	Job Sharing
3121	Criminal History Record Check
3122	Nondiscrimination and Equal Employment Opportunity
3122.01	Drug-Free Workplace
3124	Employment Contract
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3131	Reduction in Staff
3132	Vacancies
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3415	Severance Pay
3419.01	Privacy Protections of Self-Funded Group Health Plans
3430	Leaves of Absence
3430.01	Family & Medical Leaves of Absence ("FMLA")
3430.02	Leave of Absence for Employment by a Community School
3432	Sick Leave Transfer
3440	Job-Related Expenses
3531	Unauthorized Work Stoppage

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3111**

CREATING A POSITION

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the District in achieving the education goals set by the Board. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

- A. create new positions;
- B. specify the number of persons to be employed within each job category;
- C. set the initial salary for a new position not currently covered by a valid negotiated, collectively-bargained agreement.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the community;
- C. the special needs of the students;
- D. the operational services of the District.

R.C. 3313.17, 3313.47, 3319.07, 3319.08
Federal Immigration Reform and Control Act of 1986
8 U.S.C. 1255 a

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3112**

BOARD-STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

- A. Staff Communications to the Board

Communications from staff members to the Board or its committees shall be submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board. This procedure is not intended to deny any

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staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will generally be communicated through the Superintendent, who shall also keep staff members informed of the Board's concerns, and actions.

C. Social Interaction

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, Board members and members of the staff should not discuss individual personalities, personnel grievances, or other complaints. Instead, such matters should be addressed in accordance with the procedures established in Board Policy or the collective bargaining agreement.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3113**

CONFLICT OF INTEREST - PRIVATE PRACTICE

- A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Exceptions to this policy shall be approved by the Superintendent **before** entering into any private relationship.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3120**

EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent personnel.

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The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation and establish the term of employment for each professional staff member employed by the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

Applications for employment will not be accepted from any current Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application and the Board member must not use or attempt to use his/her official authority or influence to secure the employment position. Among the conflicts which law specifically forbids, a Board member, for a period of one (1) year after leaving office, from accepting employment with the Board where such employment was authorized by the Board while s/he was a member thereof.

Any professional staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of proper licensing or that application for such licensing is in process. Said licensing shall meet the minimum requirements of State law for the position for which s/he is being recommended.

The Superintendent may, however, recommend to the Board the employment of an unlicensed person if s/he holds a baccalaureate degree and is a veteran of the Armed Forces of the United States and has been honorably discharged within the last three (3) years, and while in the armed services, had meaningful experience as a teacher or instructor, and the right to teach without a license has not been revoked by the Superintendent of Public Instruction.

If such a person is employed, s/he shall be considered to be eligible for and must fulfill the professional development standards required of other professional staff members.

If the Superintendent, after proper investigation, determines that the person no longer should have the right to teach, s/he may be terminated without regard to R.C. 3319.11 and R.C. 3319.16.

Professional staff must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Professional staff must also pass a background check performed by the Bureau of Criminal Identification and Investigation and a Federal Bureau of Investigation check. (see Policy 3121).

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR TITLE I TEACHERS

All teachers in a District receiving Title I funds shall be "highly qualified."

"Highly Qualified" means:

- A. Full State certification as a teacher (including an alternative educator license) or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on a temporary basis
- B. For elementary teachers new to the profession, this also requires:
 - 1. at least a bachelor's degree
 - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice)
- C. For secondary or middle school teachers new to the profession this also requires:
 - 1. at least a bachelor's degree, and
 - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing
- D. For elementary, middle, or secondary school teachers with prior experience, this also requires;
 - 1. at least a bachelor's degree, and
 - 2. meets standards for new teachers (above), or
 - 3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State)

R.C.2909.34, 2921.01, 2921.42, 3319.02, 3319.07, 3319.11

R.C. 3319.23 - .282, 3319.283, 3319.301, 3319.39

20 U.S.C. 6319

20 U.S.C. 7801

2009

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential, for District and employee accountability, that each staff member be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional and classified staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent shall maintain continuously a comprehensive, coordinated set of job descriptions for professional and classified staff positions.

All other job descriptions, other than the job description for the Superintendent and Treasurer, shall be defined as guidelines of the Superintendent and will be originated and maintained in accordance with the provisions specified in the bylaws of the Board (See Bylaw 0131) and each shall contain the following provision:

- A. Employees will be evaluated, at least in part, against their job descriptions.
- B. Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

During the hiring process, the current job description for the position for which the individual(s) interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

From time-to-time, the Board further recognizes that the Superintendent may find it necessary to revise job descriptions.

During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

In addition, the Superintendent shall prepare administrative guidelines necessary for the proper implementation of this policy.

R.C. 3313.602

REHIRING RETIREES

This section applies in the case of a person who is or most recently has been employed by the New Richmond School District in a position that is customarily filled by a vote of the Board of Education.

"Superannuate" is defined as a former teacher receiving from the State Teachers Retirement System (STRS) a benefit and/or a retirement allowance excluding those benefits received based upon a disability.

If the Board of Education proposes to continue the employment as a reemployed superannuate or rehire as a reemployed superannuate to the same position an individual described in paragraph (A) of this Section, it shall do both of the following:

- A. Not less than sixty (60) days before the employment as a reemployed superannuate is to begin, give public notice that the person is or will be retired and is seeking employment with the New Richmond School District;
- B. Between fifteen (15) and thirty (30) days before the employment as a reemployed superannuate is to begin and after complying with paragraph (B)(1) of this Section, hold a public meeting on the issue of the person being employed by the New Richmond School District.

The notice regarding paragraph (B)(1) of this Section shall include the time, date, and location at which the public meeting is to take place.

Certification shall be provided to the retirement system as a part of the New Richmond School District's notice of reemployment required by Section 3307.35(D) of the Ohio Revised Code. This notice shall be in the forms provided by the retirement system and shall include its certification that it has:

- A. Given public notice in compliance with the requirements of Section 3307.353 of the Ohio Revised Code not less than sixty (60) days before employment as a reemployed superannuate is to begin that the individual is or will be retired and is seeking employment with the New Richmond School District; and
- B. Held a public meeting on the issue of the proposed employment between fifteen (15) and thirty (30) days before employment as a reemployed superannuate is to begin and after complying with paragraph (B)(1) of this Section.

Where such reemployment is in the same position and continuous from year to year, no certification to the system shall be required for subsequent years.

R.C. 3307.353; 3307.35(D); O.A.C. 3307:1-13-03
Negotiated Agreement Reference: NREA

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3120.04**

EMPLOYMENT OF SUBSTITUTES

2009

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.

Substitutes must possess a valid Ohio professional license or substitute license, unless the Superintendent believes the person's application information indicates the person has the qualifications to receive a teacher's license. Such a person may be employed on a conditional basis for a period not to exceed sixty (60) days from the date the person submits a request for a license to the Department of Education through the date the Superintendent receives the person's valid teaching license. If the license is not delivered within the time period, the person's employment is to be terminated.

Substitutes must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and a Federal Bureau of Investigation check. (see Policy 3121).

Substitutes shall have complied with the tuberculosis examination required by law.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

Long-Term Assignments: The rate of pay for substitute teachers who accept a long-term teaching assignment in one of the New Richmond Schools with a length of thirty (30) work days or more will be at the daily rate of a teacher at the Bachelor's Degree, zero (0) years experience the first day of service in the position and will terminate on the last day of service in the position. The long-term rate will be paid retroactively after the thirty (30) days work days.

Note: If a substitute teacher interrupts his/her consecutive days due to extraordinary circumstances, the Superintendent may waive the consecutive day requirement.

A substitute employed for more than sixty (60) days in one (1) specific position will be placed at the minimum salary on the current teachers' salary schedule (e.g. BA/0) and will be eligible for fringe benefits provided regular staff members.

Daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school.

R.C. 2909.34, 3307.381(A), 3317.13, 3319.10, 3319.39

Market Street School

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EMPLOYMENT OF PERSONNEL IN
SUMMER SCHOOL

The Board of Education recognizes that the success of the summer school program depends in large measure upon the employment of qualified and competent personnel.

The Board shall fix the compensation and set the term of employment for each person employed in the subject programs established for this District. The Board will employ only those candidates recommended by the Superintendent.

A candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

No candidate for employment shall receive recommendation for such employment without having proffered visual evidence of proper licensing, if needed or that application for such licensing if in process.

All personnel under final consideration of employment for District summer school and adult education programs must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Personnel also must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

R.C. 2909.34, 3307.381, 3319.10, 3317.13, 3319.39

BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT

PROFESSIONAL STAFF
3120.06

SELECTING STUDENT TEACHERS/ADMINISTRATIVE INTERNS

The Board of Education encourages cooperation with State-approved colleges and universities in the training of student teachers and administrative interns, because the public school offers an essential ingredient - direct experience with students and teachers at work in the classroom. However, certain safeguards have been found to be necessary for the best interests of all concerned.

Colleges and universities should first make contact with the Superintendent regarding placement of a student teacher or administrative intern.

The Superintendent shall make the final placement of student teachers or administrative interns.

The supervising staff member normally shall have had no less than three (3) years of successful experience in the area of assignment.

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Professional staff members who agree to serve as supervisors of student teachers or administrative interns may accept honoraria or stipends directly from the college/university for those services rendered outside the regular school day and above and beyond the duties and responsibilities specified in their contracts.

The following conditions shall also be met:

- A. The institution making the assignment shall provide on-going supervision in a manner suitable to the Superintendent.
- B. The supervising teacher or administrator must agree to work effectively with both the student teacher or administrative intern and the institutional supervisor.

- C. If at any time the quality of teaching or administrative internship is judged to be inferior or s/he is disruptive to the on-going program, the Superintendent may request withdrawal of that person from the program.

The Board also authorizes the Superintendent to provide, in cooperation with appropriate colleges and universities, a "field experience" program in order for selected interns to gain first-hand knowledge of and experience in a school environment.

The Superintendent may terminate a teaching program if one or more aspects of the program are not of high quality or meeting District needs or expectations.

Student teachers and administrative interns who will receive any financial remuneration from the District must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Student teachers and administrative interns also must pass a background check performed by the Bureau of Criminal Identification and Investigation and a Federal Bureau of Investigation check. (see Policy 3121).

R.C. 2909.34, 3319.282, 3319.39

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3120.07**

EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

The Board of Education shall allow the casual employment of personnel in a consulting capacity for assisting the District in administration, staff development, and instruction.

Such employment may include resource persons from specialized fields of education or from industry, business, agriculture, health, and other germane occupations.

Professional staff members employed by the District may be employed as casual resource personnel, outside of their regular duties and assignments at the discretion of the Superintendent.

If a consultant's agreement with the District amounts to an aggregate of greater than \$100,000 in compensation annually, the consultant must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before the District enters into the contract (see Policy 8120).

In addition, in accordance with State law and Policy 8142, consultants and/or other casual resource personnel, including those employed by a private company under contract with the Board, engaged to provide essential school services and who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, and involves routine interaction with a child or regular responsibility for the care, custody, or control of a child must require their employer to provide proof that the person has been the subject of a criminal records check within the five (5) year period immediately prior to the date on which the person will begin working in

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the District and that the criminal records check indicates that the person has not been convicted of any offense described in R.C. 3319.39 (B)(1).

If such information is not provided, the District will provide a District employee to be present in the room, or, if outside, within a thirty (30) yard radius and with visual contact, during any period of time in which the person will have routine interaction with a child or regular responsibility for the care, custody, or control of a child.

R.C. 2909.34, 3313.53, 3319.392

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3120.08**

**EMPLOYMENT OF PERSONNEL FOR
CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's classified staff, support staff, or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

Personnel must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and a Federal Bureau of Investigation check. (see Policy 3121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties or as a supplement to his/her compensation from the Board.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3120.09**

VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The Superintendent is to inform each volunteer that s/he:

- A. is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);
- B. will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at the Board's expense if the volunteer is formally approved by the Board of Education. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at the volunteer's expense if not formally approved by the Board of Education. The Superintendent has the authority to waive the expense for the volunteer.

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C. 109.572 (A)(1), the volunteer will be informed either that the Board is no longer interested in maintaining his/her volunteer service or that the volunteer will be assigned to duties for which s/he will not work unsupervised with children.

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The Superintendent shall inform each volunteer of the District's appreciation for his/her time and efforts in assisting in the operation of the schools and for his/her understanding with regard to the need for all volunteers to be subject to possible criminal records check.

Offenses

No person is to be accepted or maintained as a volunteer if s/he has been convicted of any of the following offenses:

- Market Street School 5:00 p.m. January 20, 2009
- A. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter
 - B. felonious assault, aggravated assault, assault
 - C. failing to provide for a functionally impaired person
 - D. aggravated menacing
 - E. patient abuse or neglect
 - F. kidnapping, abduction, child stealing, criminal child enticement
 - G. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring, prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance
 - H. aggravated robbery, robbery
 - I. aggravated burglary, burglary
 - J. abortion without informed consent
 - K. endangering children
 - L. contributing to the delinquency of children
 - M. domestic violence
 - N. carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school
 - O. corrupting another with drugs
 - P. trafficking in drugs
 - Q. illegal manufacture of drugs or cultivation of marijuana
 - R. funding of drug or marijuana trafficking
 - S. illegal administration or distribution of anabolic steroids
 - T. drug possession offenses (that are not a minor drug possession offense)
 - U. placing harmful objects in or adulterating food or confection
 - V. a felony
 - W. an offense of violence
 - X. a theft offense (as defined in R.C. 2913.01)
 - Y. a drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor)

R.C. 109.574-7, 121.401-2, 3327.16, 3313.203, 3319.321
20 U.S.C. 1232g, 34 C.F.R. Part 99

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SCHOOL DISTRICT

JOB SHARING

The Board of Education recognizes the value to the District to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

The District will consider job share requests only if the cost (including benefits) of employing two (2) staff members on a part-time basis does not exceed the cost of employing one full-time staff member.

Half-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position. Each staff member will be given credit for one (1) full year of seniority for this part-time job assignment.

The Board authorizes the Superintendent to create a job-sharing program provided it does not impact adversely on the District or any current staff member.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3121**

CRIMINAL HISTORY RECORD CHECK

In accordance with State law, the Board of Education requires a criminal background check of each applicant the Superintendent recommends for employment on the District's professional staff as well as for current employees on a periodic basis. This requirement includes all substitutes and persons employed on a part-time basis such as coaches or activity supervisors. In addition, all professional staff members with a license, certificate, or permit issued by the Ohio Department of Education must undergo a criminal background check at the time of the renewal of same or, in the case of a permanent teaching certificate, no less than every five (5) years on or before September 5th of the fifth year. Such background check is not otherwise required of any currently-employed staff member who is a candidate for another position within the District.

The Superintendent shall establish administrative guidelines which will require a records check that complies with the law and ensures that, at the time of the initial application, upon renewal of a professional teaching certificate, license, or permit, and, for professional staff members with permanent teaching certificates - not later than every five (5) years, on or before September 5th of the fifth year, the applicant or employee shall provide the District with a criminal history records check through the Bureau of Criminal Identification and Investigation (BCII) and through Federal Bureau of Investigation (FBI) records.

The guidelines established by the Superintendent shall also direct that any information and records obtained from such inquiries are confidential and shall not be released or disseminated.

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Should it be necessary to employ a person to maintain continuity of the program, prior to receipt of the criminal history record, the Superintendent may employ the person on a provisional basis until the report is received.

Effect of Guilty Plea and/or Conviction of Enumerated Crimes

Professional staff members determined by virtue of a criminal records check to have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, or who are otherwise determined to have engaged in conduct unbecoming the teaching profession under certain specific circumstances set forth in Policy 8141, are subject to mandatory State reporting requirements in addition to the initiation of an action by the Board to terminate their employment.

Suspension From Duties Involving Care, Custody or Control of a Child

In accordance with Policy 3138 and State law, the Superintendent shall immediately suspend a licensed professional staff member from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes set forth in R.C. 3319.39(C).

A comprehensive list of the crimes which must result in a suspension are set forth in AG 3121.

R.C. 109.57, 109.572, 2950, 2953.32, 3301.541, 3319.291, 3319.39, 3319.40

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3122**

**NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, religion, national origin, gender, disability, military status, ancestry, or age in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.01, 4112.02

A.C. 3301-35-03(A)

42 U.S.C., 2000e, et seq., Civil Rights Act of 1964

42 U.S.C., 12112, Americans with Disabilities Act of 1990

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

20 U.S.C. 1681 et seq., Title IX

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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3122.01**

DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988
20 U.S.C. 3224A

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3124**

EMPLOYMENT CONTRACT

It will be the responsibility of the Superintendent to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

The Superintendent is authorized to execute employment contracts for the Board upon approval of employment.

R.C. 3319.02, 3319.08, 3319.11

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3130**

ASSIGNMENT AND TRANSFER

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all teaching and other professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements.

R.C. 3319.01, 3319.12

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3131**

REDUCTION IN STAFF

It is the responsibility of the Board of Education to provide appropriate staffing levels for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to reduce positions and to suspend the contracts of staff members pursuant to such reduction whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or financial reasons so warrant. In lieu of suspending an entire contract, the Board may suspend the contract of a staff member in part and provide a level of compensation commensurate with the percentage of work performed.

In making any such reduction, the Board will suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference first to teachers on continuing contract and then to teachers who have greater seniority.

Continuing contract teachers whose contracts are suspended shall have a right to restoration of employment in order of seniority of service in the District if and when teaching positions become vacant or are created for which any such teachers are or become qualified. No continuing contract teacher whose contract has been suspended will forfeit such right to restoration by reason of having declined recall to a position that is less than full-time or, if the teacher was not employed full-time prior to the suspension of his/her contract, to a position requiring a lesser percentage of employment than s/he previously held with the District.

For covered employees, such reduction shall be in accordance with the terms of the negotiated, collectively-bargained agreement(s) entered into prior to September 29, 2005. Reductions occurring under collective bargaining agreements entered into by the District after September 29, 2005, will be in accordance with the terms of the collective bargaining agreement(s), but only to the extent that such terms do not conflict with the requirements of Section 3319.17 of the Ohio Revised Code as described above.

R.C. 3319.17

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3132**

VACANCIES

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It shall be the policy of the Board of Education to employ the best qualified individual for any District vacancy at any level.

Vacancies shall be announced, and all members of the professional staff shall be eligible for any District vacancy, providing they are properly qualified.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3138**

SUSPENSION DURING PENDING CRIMINAL ACTIONS

The Superintendent shall immediately suspend a licensed professional staff member from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.31(C).

If the individual arrested, summoned, and/or indicted for any of the crimes listed under R.C. 3319.31(C) is a person whose duties are assigned by the Treasurer under R.C. 3313.31(B), the Treasurer shall immediately suspend the person from all duties that require the care, custody, or control of a child while the criminal action is pending.

A comprehensive list of the crimes which must result in a suspension are set forth in AG 3121.

R.C. 3319.40

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3139**

STAFF DISCIPLINE

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive due process, State law, and/or the specific provisions of any applicable collective bargaining agreement. All matters that could involve discharge from the District must be dealt with in accordance with R.C. 3319.16.

The Superintendent will file a report with the Ohio Department of Education, in accordance with Policy 8141 and State law, concerning the professional staff member's pleading guilty to or conviction of certain specified crimes and/or where it is reasonably determined that the professional staff member has engaged in conduct which is unbecoming the teaching profession under certain specific circumstances as defined therein.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3140**

TERMINATION AND RESIGNATION

TERMINATION

The employment contract of a professional staff member may be suspended and/or terminated in accordance with law, upon a majority vote of the Board of Education, for gross inefficiency, immorality, willful and persistent violation of Board policy or District guidelines, and/or for good and just cause, including disclosing a question to a student on a State-mandated test. In such cases, the Board shall abide by due process, statutory procedures, and the applicable terms set forth in any collectively-bargained agreement.

RESIGNATION

A professional staff member may resign in accordance with law and the applicable terms of any collectively-bargained agreement.

A resignation, once accepted by the Board, may not then be rescinded.

Reporting Professional Misconduct

The Superintendent (or Board President where either the Superintendent and/or Treasurer has engaged in misconduct) will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of licensed professional staff members in those specific circumstances set forth in State law and Policy 8141, including a conviction of the professional staff member of certain enumerated crimes and/or for conduct which is determined to be unbecoming to the teaching profession in conjunction with the non-renewal or termination of a professional staff member, or resignation by a professional staff member under threat of same and/or during the course of an investigation of conduct reasonably determined to be unbecoming the teaching profession.

Reports of any investigation regarding whether or not a professional staff member has committed an act or offense for which the Superintendent or Board President is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the professional staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that professional staff member's license or permit, the report(s) of any investigation will be moved to a separate public file.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3142**

NON-RENEWAL OF A TEACHER CONTRACT

It is the responsibility of the Board of Education to provide a competent and able professional staff to perform the educational services of the District.

The Board, upon the recommendation of the Superintendent, may exercise its option, under law, not to renew the contract of a teacher under a limited or extended limited contract. The term "teacher" refers to any person employed by the Board who is covered by the negotiated agreement between the Board and the NREA.

A teacher, employed under a limited contract and not eligible for consideration for employment under a continuing contract, shall be considered to be reemployed under a limited contract unless the Board, acting on the Superintendent's recommendation, follows the evaluation procedures in compliance with the negotiated agreement and gives the teacher written notice of its intention not to reemploy on or before April 30th. It shall be presumed that the teacher has accepted such reemployment unless s/he notifies the Board in writing to the contrary on or before June 1st.

A teacher, employed under a limited contract and eligible for consideration for employment under a continuing contract, shall receive a continuing contract or an extended limited contract, unless the teacher is non-renewed according to the terms of this policy or as otherwise expressly provided in the collective bargaining agreement.

Teachers, eligible for continuing service status in this District, shall be those properly-licensed teachers, who within the last five (5) years, have taught for at least three (3) years in the District, and, must possess the following:

- A. A Professional, Permanent or Life teacher's certificate issued upon application submitted to the State Board of Education prior to September 1, 1998 or renewed or upgraded subsequent to September 1, 1998 in accordance with R.C. 3319.22; or
- B. A Professional Educator's License issued after October 29, 1996 and proof of either of the following:

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1. If a master's degree was not held at the time of initially receiving a teaching certificate or an educator's license, thirty (30) semester hours of course work in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license; or
2. If a master's degree was held at the time of initially receiving a teaching certificate or an educator's license, six (6) semester hours of graduate course work in the area of licensure or in an area related to the teaching field since the initial issuance of the teaching certificate or license.

In addition, those professional staff members who, having attained continuing contract status elsewhere, have served two (2) years in the District, are eligible for continuing contract with the District. However, the

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Board, upon the recommendation of the Superintendent, may at the time of employment or at any time within such two (2) year period, declare any of the latter teachers eligible.

Upon the recommendation of the Superintendent that a teacher eligible for continuing service status be reemployed, a continuing contract shall be entered into between the Board and the teacher, unless the Board by three-fourths (3/4's) vote of its full membership rejects the recommendation of the Superintendent. If the Board rejects by a three-fourths (3/4's) vote of its full membership the recommendation of the Superintendent that a teacher eligible for continuing service status be reemployed, the Board may declare its intention not to reemploy the teacher. Prior to taking this action, however, the Superintendent shall have the right to recommend an extended limited contract. The Superintendent may recommend reemployment of the teacher, if continuing service status has not previously been attained elsewhere, under an extended limited contract for a term not to exceed two (2) years, provided that written notice of the Superintendent's intention to make such recommendation has been given to the teacher with reasons directed at the professional improvement of the teacher on or before April 30th.

If the Superintendent makes no recommendation of an extended limited contract, or if the Board by a three-fourths (3/4's) vote of its full membership rejects said recommendation for an extended limited contract, the Board may non-renew the teacher if it has followed the evaluation procedures in compliance with the negotiated agreement and gives the teacher written notice on or before April 30th of its intention not to reemploy the teacher.

If the teacher is granted an extended limited contract, upon any subsequent reemployment of the teacher, only a continuing contract may be entered into with the teacher. A teacher employed under an extended limited contract and eligible for a continuing contract at the expiration of such extended limited contract, shall be deemed reemployed under a continuing contract unless the Board, acting on the Superintendent's recommendation that the teacher not be reemployed, gives the teacher written notice on or before April 30th of its intention not to reemploy him/her and has followed the evaluation procedures in compliance with the negotiated agreement. The Superintendent shall require that the teacher, at the time of receipt, provide signed evidence of the time and date of receipt of the notice.

Any teacher receiving written notice of the intention of the Board not to reemploy, may, within ten (10) days of the date of which s/he received the notice, file with the Treasurer of the Board a written demand for a written statement describing the circumstances that led to the recommendation for non-renewal. The Treasurer, within ten (10) days after receipt of a teacher request, shall provide the teacher with the substantive basis for the Board's decision not to reemploy the teacher.

Any teacher receiving a written statement describing the circumstances that led to the recommendation for non-renewal may, within five (5) days of the date on which s/he received the statement, file with the Treasurer of the Board a written demand for a hearing before the Board. The Treasurer of the Board, on behalf of the Board, shall, within ten (10) days of the date on which s/he receives a written demand for a hearing, provide to the teacher a written notice setting forth the time, date, and place of the hearing. The Board shall schedule and conclude the hearing within forty (40) days of the date on which the Treasurer of the Board receives a written demand for a hearing.

Any hearing conducted shall be conducted by a majority of the members of the Board. The hearing shall be held in executive session of the Board unless the Board and the teacher agree to hold the hearing in public. The Superintendent, Assistant Superintendent, the teacher, and any person designated by either party to take a record of the hearing may be present at the hearing. The Board may be represented by counsel and the

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teacher may be represented by counsel or a designee. The hearing shall include the opportunity for
presentation of evidence, confrontation and examination of witnesses, and the review of arguments of both

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the teacher and the Board. A record of the hearing may be taken by either party at the expense of the party taking the record. Within ten (10) days of the conclusion of the hearing, the Board shall issue to the teacher a written decision containing an order affirming the intention of the Board not to reemploy the teacher or an order vacating the intention not to reemploy and expunging any record of the intention, notice of the intention, and the hearing.

A teacher may appeal an order affirming the intention of the Board not to reemploy the teacher to the Court of Common Pleas.

This policy does not apply to the Superintendent, administrators, teacher supplemental contracts, or teachers employed as substitutes for less than 120 days during the school year.

If non-renewal proceedings are initiated against a professional staff member and/or if a professional staff member resigns under threat of non-renewal or during the course of an investigation which has been initiated by the Board based upon a reasonable belief that the professional staff member has engaged in conduct unbecoming the teaching profession, as defined in Policy 8141, the Superintendent will cause to be filed with the Ohio Department of Education a report, on forms provided by the Department for that purpose, in accordance with the aforementioned policy and as required by law.

R.C. 3319.08, 3319.11, 3319.111, 3319.313

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3160**

PHYSICAL EXAMINATION

The Board of Education, acting through the Superintendent reserves the right to require, after a conditional offer of employment, that the successful candidate submit to a medical examination in order to determine his/her physical and/or mental capacity to perform the essential functions of the position, with or without reasonable accommodation, provided that the Board requires other successful candidates for the same position (or job classification) to do so. Such examinations shall be done in accordance with the Superintendent's guidelines and/or the terms of the negotiated, collectively-bargained agreements.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification (see Form 3160 F2).

Such report should indicate whether the candidate can perform the essential functions of the position, with or without reasonable accommodation.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act. In the event of a report indicating that the candidate is not qualified to perform the position's essential functions, with or without reasonable accommodation, the Superintendent will make a recommendation to the Board of non-employment. The Superintendent or his/her designee may

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discuss the results of the report with the healthcare provider who conducted the medical examination prior to the Superintendent making a recommendation to the Board.

The Board shall pay for required examinations.

The Board requires, at initial employment, that all professional staff members undergo a tuberculosis examination in accordance with law.

R.C. 3313.71
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
29 C.F.R. Part 1630
A.C. 3701-15-02

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3161**

UNREQUESTED LEAVES OF ABSENCE

The Board of Education may place a professional staff member on unrequested leave of absence for physical or mental inability when the staff member is unable to perform assigned duties.

If the Superintendent believes the staff member is unable to perform assigned duties, the professional staff member will be offered the opportunity for a meeting to discuss these issues.

Prior to placing a professional staff member on unrequested leave, the Board may require the staff member to submit to an appropriate examination by a health provider designated and compensated by the District. The results of any such examination shall be treated as a confidential medical record and will be used only in compliance with law.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties and no reasonable accommodations are available, the professional staff member may be placed on involuntary leave of absence for a period not to exceed two (2) consecutive school years.

A professional staff member subject to an unrequested leave of absence is entitled to a hearing as provided for in State law or the terms of a collectively-bargained, negotiated agreement.

R.C. 3319.13, 3319.16
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
29 C.F.R. Part 1630

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3170**

SUBSTANCE ABUSE

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The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of professional staff members. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A professional staff member having an illness or other problem relating to the use of alcohol or other drugs including, controlled substances, medications not prescribed by the employee's physician, or medications not taken as prescribed, will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance, attendance or behavioral problems resulting from a suspected health problem rests with the professional staff member. Additionally, regardless of whether a professional staff member has an illness or other problem relating to the use of alcohol or other drugs it remains the responsibility of the professional staff member to report to work and perform his/her duties in a fit and appropriate condition at all times. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs, will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

If a professional staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the professional staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption). The Board directs the Superintendent to establish guidelines and post a notice advising employees that the results of, or the employee's refusal to submit to an alcohol or other drug test may affect an employee's right to receive workers' compensation benefits.

No professional staff member will have his/her job security or promotion opportunities jeopardized by his/her voluntary request for counseling or referral assistance.

Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

R.C. 2925.01 et seq., 3313.60, 3719.01 et seq., 3793.02, 4123. 54
Rehabilitation Act of 1973, 29 U.S.C. 794

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3170.01**

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Board of Education believes that early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

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The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District will assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek

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diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from Superintendent. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

Although the District will assist a staff member to the extent feasible through the Employee Assistance Program, the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol or controlled substances will not impact adversely the staff member's employment status through disciplinary procedures.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3210**

STAFF ETHICS

An effective educational program and successful operation of the District requires the services of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each professional staff member should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted, in part, from the Association of American Educators' Code of Ethics and the National Education Association's Code of Ethics of the Education Profession, by demonstrating a commitment to students, the educational profession, and the District and community.

Commitment to Students - each professional staff member shall:

- A. strive to create a learning environment that nurtures to fulfillment the potential of all students and stimulates the spirit of inquiry, acquisition of knowledge and understanding, and the formulation of worthy goals;
- B. not unreasonably restrain students from independent action in the pursuit of learning or deny each student's access to varying points of view;
- C. deal considerately and justly with each student and seek to resolve problems, including discipline, according to Board policy and law;
- D. refrain from intentionally exposing students to disparagement or embarrassment;
- E. refrain from revealing confidential information concerning students, unless disclosure serves a compelling professional purpose or is required by law;
- F. make a constructive effort to protect students from conditions detrimental to learning, health or safety;
- G. endeavor to present facts without distortion, bias or personal prejudice;
- H. refrain from using his/her professional relationships with students for private advantage;
- I. not on the basis of race, color, creed, gender, national origin, marital status, religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - 1. exclude any student from participation in any program;
 - 2. deny benefits to any student;
 - 3. grant any advantage to any student.

Commitment to the Educational Profession - each professional staff member shall:

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- A. assume responsibility and accountability for his/her performance and continually strive to demonstrate competence;
- B. endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity;
- C. apply for, accept, or assign a position or a responsibility on the basis of professional qualifications, and adhere to the terms of a contract or appointment;
- D. continue professional growth;
- E. comply with written Board policies, administrative guidelines, or applicable laws and regulations;
- F. honestly account for all funds committed to his/her charge;
- G. refrain from using District or professional privileges for personal or partisan advantage;

- H. refrain from knowingly or willfully making false statements about a colleague or the District;
- I. not assist a non-teacher in the unauthorized practice of teaching.

Commitment to District and Community - each professional staff member shall:

- A. recognize that quality education is the common goal of the public, Board of Education, administration, and staff members;
- B. make concerted efforts to communicate to parents all information that should be revealed in the interest of a student;
- C. endeavor to understand and respect the value and traditions of the diverse cultures represented in the community and in his/her classroom;
- D. manifest a positive and active role in District/community relations.

Ohio Ethics Commission Advisory Opinion 2008-01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3211**

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of

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his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

R.C. 4113.52

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3213**

STUDENT SUPERVISION AND WELFARE

Each professional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.

It is the responsibility of the Superintendent to prepare administrative guidelines for the maintenance of the following standards:

- A. A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- C. Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- D. A professional staff member shall not send students on any personal errands.
- E. A professional staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who

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specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- G. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

R.C. 2907.03

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3214**

STAFF GIFTS

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.

Based on the foregoing premise, it is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents.

The Superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

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Professional staff members shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, professional staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, professional staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual professional staff member receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a professional staff member receives such compensation, albeit unsolicited, from a vendor, the professional staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer.

Auditor of State Bulletin 2000-006, Ohio Ethics Commission Advisory Opinion 2008-01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3215**

USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the use of tobacco by professional staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles.

R.C. 3313.20, 3313.47, 3794 et seq.
20 U.S.C. 6081 et seq., 20 U.S.C. 7182
A.C. 3701-52

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STAFF DRESS AND GROOMING

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;

- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

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**PROFESSIONAL STAFF
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WEAPONS

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

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The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.19
18 U.S.C. 922

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3220**

STAFF EVALUATION

The Board of Education through the powers derived from the Ohio Revised Code, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment.

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total District program;
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- D. establish a process of continuous and systematic professional staff member evaluation.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relative evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

R.C. 3319.02, 3319.11, 3319.111
A.C. 3301-35-03(A)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE**

**PROFESSIONAL STAFF
3220.03**

EVALUATION OF TEACHERS ON LIMITED CONTRACT

Please refer to the Negotiated Agreement and the Board of Education adopted Instructional Approval Model Manual.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
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OUTSIDE ACTIVITIES OF STAFF

Professional staff members should avoid situations in which their personal interests, activities, and associations conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the school system, the Superintendent and/or Board of Education shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

Staff members may not dedicate work time to an outside interest, activity, or association.

Staff members may not use school property or school time to solicit or accept customers for private enterprises.

Staff members may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information that the employee has obtained or may obtain by reason of his/her position or authority.

Staff members may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.

Staff members should refrain from expressions that disrupt the efficient operation of the school and/or interfere with the maintenance of discipline by school officials.

Unless expressly approved by the Superintendent, staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.

Similarly, unless expressly approved by the Superintendent, staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
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**PROFESSIONAL STAFF
3231.01**

RESEARCH AND PUBLISHING

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.

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- B. Materials that are considered for publication and/or production, which identify the District in any manner, shall be cleared with the Superintendent prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:
 - 1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:
 - a. the books, materials, devices, etc. were prepared without the use of Board data, facilities, and/or equipment;
 - b. the Board is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
 - c. the staff member does not become involved in any way in the selling of the product to the Board.

The final decision regarding whether materials were produced independent of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent who shall submit such decisions to the Board.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that Board interests and the interests of the staff member are protected.

- 2. All books, materials, devices, or products that result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the Board. The Board shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. that protect the Board's ownership of the product.

The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall seek fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

PROFESSIONAL DEVELOPMENT AND LICENSURE

The Board of Education directs the Superintendent to establish a Professional Development Committee that is in compliance with State law and applicable terms of the negotiated agreement with the New Richmond Education Association.

When the District committee is established, it shall consist of no more than five (5) members of the bargaining unit and two (2) District administrators.

The Committee shall be responsible for establishing the guidelines by which the Committee is to function. Among these guidelines should be:

- A. a set of bylaws governing when the Committee will meet and where, how the committee will select and replace members, the manner in which voting will occur, and the procedure the Committee will use to hear appeals of its decisions;
- B. the criteria that will be used to determine whether or not a professional development plan will be approved;
- C. procedures for assessing the extent to which a staff member's professional development plan has been accomplished.

The Superintendent may report periodically to the Board on the operation of this important committee and on the progress staff members are making in fulfilling their professional development plans.

R.C. 3319.22

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3243**

PROFESSIONAL MEETINGS

The Board of Education encourages opportunities for professional staff members to develop increased competence, beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as

- A. any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent.
- B. a meeting through which direct value can be derived for the person in attendance for later use in the performance of District duties.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20

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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
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USE OF EMPLOYEE'S PERSONAL PROPERTY AT SCHOOL

From time-to-time Board of Education employees may wish to bring personal property to school either for reasons associated with professional responsibilities or for use during off-duty time. This practice is permitted provided it is understood that the Board is not responsible for any loss, damage, or misuse of said property.

Board employees are permitted to possess personal communication devices (e.g., cellular telephones) at work in accordance with Policy 7530.01.

Other individuals may wish to bring personal property onto District premises. The owner of the personal property bears all responsibility and assumes all risk for loss, damage or misuse of said personal property while it is on Board property. This provision applies, without limitation, to trespassers, invitees, visitors, and independent contractors.

The limitation of liabilities set forth in the previous paragraphs applies to all personal property, regardless of any benefit the Board receives from its use.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
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FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS

The Board of Education acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, the professional staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In such situations, s/he should:

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- A. state clearly that his/her expression represents personal views and not necessarily those of the School District;
 - B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
 - C. not make threats or abusive or personally defamatory comments about co-workers, administrators, or officials of the District;
 - D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.

**BOARD OF EDUCATION
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**PROFESSIONAL STAFF
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ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on gender, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging

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harassment, or who has participated as a witness in a harassment investigation.

- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

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- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working

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and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics

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of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually on the School District's web site.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom 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 the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third

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parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District

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community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation.

Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. 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 harassment in general, will be age and content appropriate.

R.C. 4112.02

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3362.01**

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

R.C. 2917.11

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3362.02**

CIVILITY POLICY

Members of the New Richmond Exempted Village School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as community, the New Richmond Exempted Village School District encourages positive communication, and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.

A. Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent

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reaction; or has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the Chief Administrative Officer.

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2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Chief Administrative Officer shall inform the person that he/she may be guilty of criminal trespassing if the individual knowingly or recklessly enters or remains on school property without privilege and contrary to board of education rules or negligently or willfully fails to leave school property when directed to leave. If an individual refuses to leave upon request or returns before the applicable period of time, the Chief Administrative Officer may notify law enforcement officials. An Incident Report should be completed for the situations as set forth in Paragraphs 1 and 2.

B. Safety and Security

1. The Superintendent will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur,
2. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault, or threat made against them on School/District premises or at School/District sponsored activities.
3. An employee whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

C. Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident.

ORC 2911.21; 3313.20

COMPENSATION FOR PART-TIME STAFF

The Board of Education requires that part-time professional staff members be prorated so that they are compensated in an amount equivalent to the portion of time worked, whether it be a fraction of a day or a fraction of a year. The Superintendent shall ensure that such arrangements comply with the terms of the negotiated, collectively-bargained agreement.

R.C. 3315.08, 3319.081

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**PROFESSIONAL STAFF
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PLACEMENT ON SALARY SCHEDULE

The Board of Education retains the authority under State law to specify the salary of new positions and to determine the credit to be awarded for placement on the District's salary schedule as long as no teacher receives less than the State minimum salary schedule amount and provided full credit for a minimum of five (5) years of actual teaching and military experience is given to each teacher.

In determining eligible credit for teaching and military experience years, the Superintendent shall consider the following:

- A. All years of teaching service in the same school district or educational service center, regardless of training level, with each year consisting of at least 120 days under a teacher's contract.
- B. Up to ten (10) years of teaching service as a licensed teacher in a chartered, nonpublic school in Ohio or in another public school, regardless of training level, with each year consisting of at least 120 days under a teacher's contract.
- C. Up to ten (10) years in a chartered school or institution or a school or institution that subsequently became chartered or a chartered, special-education program or a special-education program that became chartered operated by the State or by a subdivision or other local government unit of this State as a licensed teacher, regardless of training level; each year must consist of at least 120 days.
- D. As a maximum of five (5) years of active military experience which must be eight (8) continuous months of service to be recognized as a year of authorized experience.

R.C. 3317.13, 3317.14

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SEVERANCE PAY

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Severance pay is based upon two (2) payments to eligible employees. Determination of eligibility is made at the time of retirement from active duty or the final date of employment.

To be eligible to convert accumulated and unused sick leave an employee must:

- A. have been employed by the District continuously for a period of at least five (5) years immediately preceding the date of retirement;
- B. retire from active duty or die while employed with the District;
- C. must have accrued sick leave pursuant to the laws of the state of Ohio;
- D. be eligible for disability or service retirement as of the last date of employment;
- E. have an application for service retirement approved by the State Teachers' Retirement System;
- F. make application for severance pay with the Treasurer within 90 days from his/her last date, of employment; and
- G. must sign for his/her severance check certifying that all eligibility criteria have been met.

Payment for accumulated and unused sick leave on the basis set forth in negotiated contracts and/or regulations is considered to eliminate all sick leave days. Payment is based on the employee's regular daily rate of pay at the time of retirement. Payment made under this policy is paid only once to any employee. Payment is paid in two (2) payments in consecutive years following retirement.

Employees shall designate, on the application, within which month payment is desired. In no case will severance pay be made while the employee is still receiving regular paychecks.

Benefits payable hereunder because of the death of an employee shall be paid to the beneficiary of record under the Board of Education's group life insurance.

O.R.C. 9.90

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
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**PROFESSIONAL STAFF
3419.01**

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans through the Clermont County Insurance Consortium.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
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LEAVES OF ABSENCE

All requests for unpaid leaves of absence by professional staff members shall be presented to the Board of Education for approval.

Any professional staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

R.C. 3319.13

**BOARD OF EDUCATION
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**PROFESSIONAL STAFF
3430.01**

FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
- D. the staff member's own serious health condition prevents him/her from performing the functions of his/her position;
- E. any exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin (i.e., the nearest blood relative) or a covered service member shall be entitled to a total of twenty-six (26) work weeks of leave during a twelve (12) month period to care for the service member ("Service Member Family Leave"). Service Member Family Leave shall only be available during a single twelve (12) month period. Additionally, during the single twelve (12) month period described in this paragraph, an eligible staff member shall be entitled to a combined total of twenty-six (26) work weeks of leave under this paragraph and general FMLA leave described in the preceding paragraph. Nothing in this paragraph shall be construed to limit the availability of general FMLA leave under the preceding paragraph during any other twelve (12) month period. A covered service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Serious injury or illness for purposes of Service Member Family Leave is defined as an injury or

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illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Professional staff members are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time professional staff members are deemed to meet the 1,250 hour requirement. Months and hours that reservists or National

Guards would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave/Service Member Family Leave.

Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. Inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. Continuing treatment by a health care provider, including:
 - 1. a period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either treatment two (2) or more times by a health care provider, or treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
 - 2. any incapacity due to pregnancy or for prenatal care;
 - 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 - 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
 - 5. any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- C. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for reason (A) or (B) on page one (1). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary as indicated in reasons (C) and (D) on page one (1). A staff member may also take FMLA leave on an intermittent or reduced-leave schedule for reason (E) on page one (1). Finally, Service Member Family Leave may be taken on an intermittent or reduced-leave schedule when medically necessary. Regardless, the taking of such leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave actually taken. If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment or the staff member is taking Service Member Family Leave, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e.

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individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule because of reasons (C) or (D) on page one (1) or pursuant to Service Member Family Leave and the leave would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

Whenever the leave is necessitated by the serious health condition of the staff member or his/her immediate family member or the leave is taken pursuant to Service Member Family Leave, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) day's notice. If there is insufficient time to provide such notice because of the need for treatment, the staff member shall provide such notice as early as practicable. When a staff member is taking leave because of a "qualifying exigency" (i.e., reason "E") and the leave is foreseeable, whether because the staff member's spouse, son, daughter or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the staff member shall provide such notice to the Superintendent as is reasonable and practicable. When planning medical treatment or taking leave pursuant to Service Member Family Leave, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the health care provider.

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation leave, personal leave, or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for pursuant to reason (A), (B), (C), or (E) on page one (1).

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation, personal leave, or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for either reason (C) or (D) on page one (1).

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation, personal leave, family leave or sick leave (per the applicable collective bargaining agreement) for unpaid Service Member Family Leave.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA leave or twenty-six (26) week period of Service Member Family Leave, the additional weeks of leave to obtain the twelve (12) weeks of FMLA leave or twenty-six (26) weeks of Service Member Family Leave, the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Service Member Family Leave, such leave counts toward the twelve (12) week/twenty-six (26) week maximum leave allowance provided by this policy.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days (see Form 3430.01 F3). In the case of intermittent or

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reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an

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employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent or his/her designee will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child. Additionally, the aggregate number of work weeks of leave to which both the husband and wife may be entitled pursuant to this policy may be limited to twenty-six (26) work weeks during the single twelve (12) month period provided for in the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA leave and Service Member Family Leave.

When FMLA leave is taken for either reason (C) or (D) on page one (1), or Service Member Family Leave is taken, the staff member must provide medical certification from the health care provider of the eligible staff member, his/her immediate family member, or the next of kin of the individual (see Form 3430.01 F2). The staff member may either:

- A. submit the completed medical certification to the Superintendent or his/her designee; or
- B. direct the health care provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the health care provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee is not FMLA leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

The Board reserves the right to obtain, at its expense, the opinion of a second health care provider and, in the event of conflict, the opinion of a third health care provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second health care provider, and the opinion of the third health care provider if applicable, to the Superintendent or his/her designee; or
- B. direct the second or third health care provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the health care provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third health care provider, if applicable, any leave taken by the employee is not FMLA leave.

A staff member who takes leave for reason (D) on page one (1), prior to returning to work, must provide the Superintendent with a statement from his/her health care provider that s/he is able to resume work (see Form 3430.01 F4).

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A staff member seeking to take leave pursuant to reason (E) on page one (1) must submit, in a timely manner to the Superintendent, an appropriate certification as described by Federal regulations.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave pursuant to reasons (C) or (D) on page one (1) or Service Member Family Leave, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

29 U.S.C. 2601 et seq.
29 C.F.R. Part 825
45 C.F.R. Part 160, 164

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3430.02**

LEAVE OF ABSENCE FOR EMPLOYMENT BY A COMMUNITY SCHOOL

A professional staff member, who is employed by the District and is seeking to be employed by a conversion or new start-up community school sponsored by or located within the District, shall be provided with a leave of absence from the District of up to three (3) years for service in the community school.

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To maintain eligibility for this leave, the professional staff member must be continuously employed by the community school during the leave of absence.

A professional staff member, who is employed by the District and will be employed by a conversion or new start-up community school that is not sponsored by or located within the District, shall not be provided with a leave of absence for service in the community school.

Eligibility for Benefits while on Leave of Absence

During the leave of absence, a professional staff member shall remain eligible for the insurance benefits that are provided to regularly employed staff members, as well as STRS benefits, provided such staff member pays the entire cost associated with such benefits. The right to insurance benefits does not apply if a collective bargaining agreement that is applicable to staff members of a conversion community school provides otherwise.

A staff member shall not be permitted to accrue personal leave or vacation leave for use as an employee of the District while s/he is on a leave of absence.

A staff member who is employed by a conversion community school shall be permitted to use any and all sick leave which was accrued during the staff member's employment with the District prior to his/her leave of absence for sick leave in accordance with State law. If a staff member uses his/her accrued sick leave while working with the conversion community school under this policy, the costs of the staff member's salary paid by the community school shall be reported to the State Department of Education. The cost of employing a substitute while the staff member is on sick leave shall be paid by the community school.

Return to Employment in the District

When the leave of absence period has expired or at such time when the professional staff member has been discharged from his/her employment with the community school, the professional staff member shall be entitled to return to employment with the District. Upon the professional staff member's return to employment, any and all applicable seniority shall be calculated to include all employment by the:

- A. District prior to leave of absence;
- B. community school during the leave of absence; and
- C. District after the leave of absence.

The staff member shall also be restored to his/her previous position and salary or to a similar position and salary, provided that the staff member possesses valid certification/licensure.

The right to return to employment in the District does not apply to those staff members whose employment with the community school was terminated for a reason for which the Board would have sought to terminate the professional staff member in accordance with State law; in which event the Board may proceed to terminate the staff member's employment in accordance with the procedures set forth in State law.

Reduction in Force

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If the District reduces the number of teachers it employs as a result of the return of a professional staff member(s), the District shall make the necessary reductions in accordance with the procedures set forth in State law.

Liability of District

The District is not liable for any action of a staff member while s/he is on a leave of absence and employed by a community school.

R.C. 3314.10, 3319.16, 3319.17

R.C. Chapter 3307

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3432**

HEALTH INSURANCE BENEFIT

Any certified staff being employed by the Board of Education, who has been employed and has been in the service of another board of education in the State of Ohio, shall receive full credit for the sick leave accumulated in this previous service as shown in the records of the last district; however, such credit for sick leave shall not exceed 260 days. Sick leave accumulated out of state shall not be transferred.

**BOARD OF EDUCATION
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SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3440**

JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Treasurer. Pre-approval for estimated travel expenses by the Superintendent is required.

The Board may pay the expenses of professional staff members when they attend professional meetings (as defined in Policy 3243) with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Professional staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

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Accrual of personal frequent-flyer miles, hotel “bonus points”, credit card “rewards,” or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3531**

UNAUTHORIZED WORK STOPPAGE

The Board of Education is obligated and committed to provide certain basic services to students participating in District programs. Therefore, if the schools are open and the students are in attendance, those basic services will be provided.

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools when possible.

Professional staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

R.C. 3313.202, 4117.01 et seq.

**BOARD OF EDUCATION
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SCHOOL DISTRICT**

**CLASSIFIED STAFF
4000**

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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4111**

CREATING A POSITION

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified classified staff members, will assist the District in achieving the operational goals set by the Board. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

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The Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

- A. create new positions;
- B. specify the number of persons to be employed within each job category;
- C. set the initial salary for a new position not currently covered by a valid negotiated, collectively-bargained agreement.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the community;
- C. the special needs of the students;
- D. the operational services of the District.

R.C. 3313.17, 3313.47, 3319.07, 3319.08
Federal Immigration Reform and Control Act of 1986
8 U.S.C. 1255 a

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4112**

BOARD-STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

A. **Staff Communications to the Board**

Communications from staff members to the Board or its committees shall be submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board. This procedure is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. **Board Communications to Staff**

All official communications, policies, and directives of the Board of staff interest and concern to the staff will generally be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's concerns, and actions.

C. **Social Interaction**

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and

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general activities of the District. However, since Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, Board members and members of the staff should not discuss individual personalities, personnel grievances, or other complaints. Instead, such matters should be addressed in accordance with the procedures established in Board Policy or the collective bargaining agreement.

**BOARD OF EDUCATION
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SCHOOL DISTRICT**

**CLASSIFIED STAFF
4113**

CONFLICT OF INTEREST - PRIVATE PRACTICE

- A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.
1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
 2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before,

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during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

- B. Exceptions to this policy shall be approved by the Superintendent **before** entering into any private relationship.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4120**

EMPLOYMENT OF CLASSIFIED STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation and establish the term of employment for each classified staff member employed by the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

Applications for employment will not be accepted from any current Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application, and the Board member must not use or attempt to use his/her official authority or influence to secure the employment position. Among the conflicts which law specifically forbids, a Board member, for a period of one (1) year after leaving office, from accepting employment with the Board where such employment was authorized by the Board while s/he was a member thereof.

Any classified staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of classified staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

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When appropriate, no candidate for employment as a classified staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification/licensure or that application for such certification/licensure is in process.

Classified staff members must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Classified staff members also must pass a background check performed by the Bureau of Criminal Identification and Investigation and a Federal Bureau of Investigations check. (see Policy 4121).

The Superintendent shall prepare procedures for the recruitment and selection of all classified staff.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

Employment of all paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
 - 1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Exceptions – These requirements do not apply to a paraprofessional:

- A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to duties consistent with the following:

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- A. providing one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assisting with classroom management, such as organizing instructional and other materials;
- C. providing assistance in a computer laboratory;
- D. providing support in a library or media center;
- E. conducting parental involvement activities;
- F. acting as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher; a paraprofessional will be considered to be working under the "direct supervision" of a teacher if the:
 - 1. teacher plans the instructional activities that the paraprofessional carries out;
 - 2. teacher evaluates the achievement of the students with whom the paraprofessional is working;
 - 3. paraprofessional works in close and frequent physical proximity to the teacher;
- H. performing limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

The provisions as set forth above do not apply to paraprofessionals providing non-instructional service such as providing technical support for computers, providing personal care services, or performing clerical duties.

R.C. 2909.34, 3319.081, 3319.082, 3319.39

A.C. 3301-83-07

20 U.S.C. 6319

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4120.01**

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional and classified staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent shall maintain continuously a comprehensive, coordinated set of job descriptions for professional and classified staff positions.

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All other job descriptions, other than the job descriptions for the Superintendent and Treasurer, shall be defined as guidelines of the Superintendent and will be originated and maintained in accordance with the provisions specified in the bylaws of the Board (See Bylaw 0131).

Employees will be evaluated, at least in part, against their job descriptions.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

During the hiring process, the current job description for the position for which the individual(s) interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

From time-to-time, the Board further recognizes that the Superintendent may find it necessary to revise job descriptions.

During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

In addition, the Superintendent shall prepare administrative guidelines necessary for the proper implementation of this policy.

R.C. 3313.602

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4120.04**

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes its responsibility to procure the services of substitute classified staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Superintendent.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

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Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote.

The employment of substitute classified staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District.

Retroactive employment shall be recommended to the Board at the next meeting.

In order to retain reliable assistance in the absence of regular classified personnel, the Board will offer competitive compensation to qualified substitutes.

Classified substitutes will be paid on a per diem basis at a rate adopted by the Board.

Applicants under final consideration of employment must complete the DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and a Federal Bureau of Investigation check. (see Policy 4121).

R.C. 2909.34, 3319.39

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4120.08**

**EMPLOYMENT OF PERSONNEL FOR
CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's classified/support staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

Personnel must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and a Federal Bureau of Investigation check. (see Policy 4121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one or more years, without first offering the position held by that individual to employees of the District who are

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licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

R.C. 2909.34, 3313.53, 3319.303, 3319.39
A.C. 3301-27-01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4120.09**

VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The Superintendent is to inform each volunteer that s/he:

- A. is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);
- B. will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;

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- D. may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at the Board's expense if the volunteer is formally approved by the Board and at the volunteer's expense if not formally approved by the Board. The Superintendent has the authority to waive the expense for the volunteer.

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C. 109.572 (A)(1), the volunteer will be informed either that the Board is no longer interested in maintaining his/her volunteer service.

The Superintendent shall inform each volunteer of the District's appreciation for his/her time and efforts in assisting in the operation of the schools and for his/her understanding with regard to the need for all volunteers to be subject to possible criminal records check.

Offenses

No person is to be accepted or maintained as a volunteer if s/he has been convicted of any of the following offenses:

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- A. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter
- B. felonious assault, aggravated assault, assault
- C. failing to provide for a functionally impaired person
- D. aggravated menacing
- E. patient abuse or neglect
- F. kidnapping, abduction, child stealing, criminal child enticement
- G. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring, prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance
- H. aggravated robbery, robbery
- I. aggravated burglary, burglary
- J. abortion without informed consent
- K. endangering children
- L. contributing to the delinquency of children
- M. domestic violence

- N. carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school
- O. corrupting another with drugs
- P. trafficking in drugs
- Q. illegal manufacture of drugs or cultivation of marijuana
- R. funding of drug or marijuana trafficking
- S. illegal administration or distribution of anabolic steroids
- T. drug possession offenses (that are not a minor drug possession offense)
- U. placing harmful objects in or adulterating food or confection
- V. a felony
- W. an offense of violence
- X. a theft offense (as defined in R.C. 2913.01)
- Y. a drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor)

R.C. 109.574-7, 121.401-2, 3327.16, 3313.203, 3319.321
20 U.S.C. 1232g, 34 C.F.R. Part 99

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4120.10**

JOB SHARING

The Board of Education recognizes the value to the District to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

The District will consider job share requests only if the cost (including benefits) of employing two (2) staff members on a part-time basis does not exceed the cost of employing one full-time staff member.

Part-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position. Each staff member will be given credit for one (1) full year of seniority for this part-time job assignment.

The Board authorizes the Superintendent to create a job-sharing program provided it does not adversely affect the District or any of its current staff members.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4121**

CRIMINAL HISTORY RECORD CHECK

In accordance with State law, the Board of Education requires a criminal background check including information from the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) of each applicant the Superintendent recommends for employment on the District's non-teaching staff as well as for all current non-teaching employees on a periodic basis. These requirements apply to any non-teaching employee, including individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, and all substitutes and persons employed on a part-time basis such as coaches or activity supervisors.

Special rules relating to employees engaged in the operation of a vehicle for student transportation (bus/van drivers) and non-teaching employees who are also licensed by the Ohio Department of Education (e.g. aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit), are set forth below.

A criminal background check is not required of any currently-employed staff member who is a candidate for another position in the District, unless otherwise required by law and/or this policy.

Non-Teaching Employees Not Engaged in the Operation of a Vehicle for Student Transportation (Bus/Van Driver)

The Superintendent shall establish administrative guidelines which will require an appropriate records check that complies with the law. These guidelines shall require a criminal history records check, which will include criminal history information from the Federal Bureau of Investigation (FBI), at the time of an initial application and every five (5) years thereafter, on or before September 5th of the fifth year, for current non-teaching employees every five (5) years, on or before September 5th of the fifth year, and for any individual employed by a private company under contract with the Board to provide essential school services as set forth in Policy 8142.

The guidelines shall also require that any information and records obtained from such inquiries be kept confidential and shall not be released or disseminated.

Should it be necessary to employ a person to maintain continuity of the District's operations, prior to receipt of the criminal history record, the Superintendent may, except in the case of a bus driver, employ the person on a provisional basis until the report is received.

Student Transportation Employees

The administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school van driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). An updated, satisfactory BCII and FBI report shall be obtained for each school bus driver every six (6) years with driver re-certification.

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"Satisfactory" shall be defined by the same standards applied to other public school employees. Such records shall be maintained for a minimum of six (6) years.

In addition to the required BCII/FBI check, a copy of each new school bus driver's complete driving record must be obtained from the Ohio Department of Education prior to allowing the school bus driver to operate a school bus or school van for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the Ohio Department of Education to determine that such drivers have:

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- A. no more than five (5) points within the last thirty-six (36) month period;
- B. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past six (6) years (i.e., not been convicted of a violation of R.C. 4511.19);
- C. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01(DD)(1) through (DD)(7) during the last twenty-four (24) month period:
1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;
 2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
 3. violation of a law of this State or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;
 4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;
 5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;
 6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;
 7. violation of any other law of this State or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and

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- D. no railroad crossing violations during the last year (i.e., twelve (12) month period);
- E. not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier.

The records obtained from the semi-annual records check will also be maintained for a minimum of six (6) years.

If a school bus driver has any of the above-referenced violations, s/he will be disqualified from operating a school bus. The bus driver will also be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

If a school bus driver has an interruption in driving a school bus or school van for a period of one (1) year or longer, s/he will not be permitted to resume operating a school bus or school van until a copy of the school bus driver's complete driving record has been obtained.

No driver who is convicted of a traffic violation or has his/her commercial driver's license (CDL) suspended will be permitted to operate a school bus or school van until the driver files a written notice of the conviction or suspension. Such written notice must be immediately filed with the Superintendent or administrator in charge of transportation, irrespective of whether the traffic violation occurred while operating a Board-owned vehicle or a private vehicle or during school or non-school hours. Failure to file the required written notice of conviction or suspension will result in the revocation of the driver's certificate and/or disciplinary action, up to and including termination.

Further, no bus driver will be permitted to drive a school bus or school van unless s/he meets all other requirements contained in the rules adopted by the Ohio Department of Education prescribing qualifications of drivers of school buses and other student transportation. In addition, no bus driver will be permitted to drive a school bus or school van unless:

- A. information pertaining to the bus driver has been submitted to the Ohio Department of Education, including the name of the Board, name of the bus driver, driver license number, date of birth, date of hire, status of physical evaluation and status of training; and
- B. a criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent.

Similar to other applicants, a satisfactory BCII report and FBI background check are required prior to the hiring of an individual as a school bus aide for pre-school and special needs children. In addition, the administrator in charge of transportation will obtain updated, satisfactory criminal records reports for each school bus aide every six (6) years. Satisfactory shall be defined by the same standards applied to other non-certified public school employees. Such records shall also be maintained for a minimum of six (6) years.

Current Non-Teaching Employees Also Licensed by the Ohio Department of Education

Consistent with Policy 8141 and State law, certain non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student

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activity permit) shall be required to undergo a criminal record check as described in this policy, upon renewal of any license, certificate or permit.

For these non-teaching employees, the Ohio Department of Education may waive the requirements of a criminal background check for those non-teaching employees who are also licensed by the State Department seeking the issuance or renewal of a license, certificate of permit, who have undertaken such process within the immediately preceding year.

Effect of Guilty Plea and/or Conviction of Enumerated Crimes – All Non-Teaching Employees

Non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) who engage in conduct unbecoming the teaching profession and/or who it is determined have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, are subject to the mandatory reporting requirements set forth in Policy 8141, in addition to an action by the Board to terminate their employment. In addition, consistent with State law and Policy 4138, the Superintendent shall immediately suspend such licensed non-teaching employees from all duties that require the care, custody, or control of a child during any pending criminal action for which that licensed, non-teaching staff member has been arrested, summoned and/or indicted for any crimes set forth in R.C. 3319.31(C).

A comprehensive list of crimes which must result in a suspension are set forth in AG 4121.

All other non-teaching employees who are the subject of a criminal records check including applicants hired provisionally in advance of a completed criminal records check, as well as student transportation employees (bus/van drivers, preschool and special needs bus aides), and/or individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, who it is determined have pled guilty to or been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, shall not be hired or shall be released from employment, as applicable, unless such individual meets the rehabilitation standards adopted by the Ohio Department of Education under division (E) of that section at the time of the hiring and/or upon discovery of such plea or conviction by the Board.

In the case of employees hired by the Board to operate a vehicle used for student transportation (i.e., bus/van drivers), a guilty plea or conviction of a crime to any offense listed in R.C. 3319.31(C) will serve as a bar to further employment with the Board and the rehabilitation standards will not apply.

Suspension From Duties Involving Care, Custody or Control of a Child for Arrest, Summons and/or Indictment for Certain Crimes

In accordance with State law and Policy 4138, the Superintendent (or Treasurer in the case of an employee whose duties are assigned by the Treasurer) shall immediately suspend any non-licensed, non-teaching employee from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.39(B)(1).

A comprehensive list of the crimes which must result in a suspension of such non-licensed employees are set forth in AG 4121.

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R.C. 109.57, 109.572, 2950, 2953.32, 3319.39, 3301.541, 3319.291, 3319.311,
R.C. 3319.391, 3319.392, 3319.40, 3327.10
A.C. 3301-83-06 (B)(10), 3301-83-06 (F)(2), 3301-83-06 (F)(5)
A.C. 3301-83-10 (F), 3301-20-01, 4501-1-05

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4122**

**NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, religion, national origin, gender, disability, military status, ancestry, or age in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.01, 4112.02
A.C. 3301-35-03(A)
42 U.S.C., 2000e, et seq., Civil Rights Act of 1964
42 U.S.C., 12112, Americans with Disabilities Act of 1990
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
20 U.S.C. 1681 et seq., Title IX

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4122.01**

DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

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The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the District's classified staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

41 U.S.C. 701, et seq., Drug-Free Workplace Act of 1988
20 U.S.C. 3224A

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4124**

EMPLOYMENT CONTRACT

The Board of Education requires for the mutual protection of the District and the classified staff member that all employees sign an employment contract. This contract shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract.

R.C. 3319.081 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4130**

ASSIGNMENT AND TRANSFER

The Board of Education believes that the careful placement of classified staff within the District is vital to the utilization of qualified and competent classified staff for the successful functioning of the District.

Responsibility for the assignment and transfer of classified staff members shall be vested in the Superintendent.

R.C. 3319.081, 3319.04

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4131**

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REDUCTION IN STAFF

It is the responsibility of the Board of Education to provide appropriate staffing levels for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to reduce positions and to suspend the contracts of staff members pursuant to such reduction whenever reasons of decreased enrollment of students, return to duty of regular classified staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or financial reasons so warrant. In lieu of suspending an entire contract, the Board may suspend the contract of a staff member in part and provide a level of compensation commensurate with the percentage of work performed.

In making any such reduction, the Board will suspend contracts in accordance with the recommendation of the Superintendent who shall, within each pay classification affected, give preference first to employees on continuing contract and then to employees on the basis of seniority.

Continuing contract employees whose contracts are suspended shall have a right to restoration of employment in order of seniority of service in the District if a non-teaching position for which the employee is qualified becomes vacant or is created. Such continuing contract employees will not forfeit such right to restoration by reason of having declined recall to a position with fewer hours.

For covered employees, such reduction shall be in accordance with the terms of the negotiated, collectively-bargained agreement(s) entered into prior to September 29, 2005. Reductions occurring under collective bargaining agreements entered into by the District after September 29, 2005, will be in accordance with the terms of the collective bargaining agreement(s), but only to the extent that such terms do not conflict with the requirements of Section 3319.172 of the Ohio Revised Code as described above.

R.C. 3319.172

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4138**

SUSPENSION DURING PENDING CRIMINAL ACTIONS

The Superintendent shall immediately suspend any non-licensed, non-teaching employee from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.31(B)(1).

If the individual arrested, summoned, and/or indicted for any of the crimes listed under R.C. 3319.39(B)(1) is a person whose duties are assigned by the Treasurer under R.C. 3313.31(B), the Treasurer shall immediately suspend the person from all duties that require the care, custody, or control of a child while the criminal action is pending.

A comprehensive list of the crimes which must result in a suspension of such non-licensed employees are set forth in AG 4121.

In addition, in accordance with State law and Policy 3138, the Superintendent shall immediately suspend any licensed non-teaching employees from all duties that require the care, custody, or control of a child during any pending criminal action for which that licensed, non-teaching staff member has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.31(C).

R.C. 3319.40

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4139**

STAFF DISCIPLINE

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive due process, State law, and/or the specific provision of any appropriate collective bargaining agreement.

The Superintendent will file a report with the Ohio Department of Education, in accordance with Policy 8141 and State law, concerning certain non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a Student Activity Permit) who plead guilty to or who are convicted of certain specified crimes and/or where it is reasonably determined that such non-teaching employee has engaged in conduct which is unbecoming the teaching profession under certain specific circumstances as defined therein.

All other non-teaching employees who are the subjects of a criminal records check as set forth in Policy 4121 and Policy 8142, including applicants hired provisionally in advance of a completed criminal records check, as well as employees engaged to operate a vehicle for student transportation (bus/van drivers), and/or individuals employed by a private company under contract with the Board to provide essential school services and who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, and involves routine interaction with a child or regular responsibility for the care, custody or control of a child, who it is determined have pled guilty to or been convicted of any offense enumerated under R.C. 3319.39(B)(1), shall not be hired or shall be released from employment, as applicable, unless such individual meets the rehabilitation standards adopted by the Department of Education under division (E) of that section. At the time of the hiring and/or upon discovery of such plea or conviction by the Board.

In the case of employees hired by the Board to operate a vehicle used for student transportation (i.e., bus/van drivers), a guilty plea or conviction of a crime to any offense listed in R.C. 3319.31(C) will serve as a bar to further employment with the Board and the rehabilitation standards will not apply.

R.C. 124.34, 3319.081, 3319.31, 3319.313, 4117.08(C), 3319.391, 3319.392

R.C. 3327.10

A.C. 3301-73-21, 3301-20-01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4140**

TERMINATION OR RESIGNATION

The employment of a classified staff member may, upon a majority vote of the Board of Education, be suspended and/or terminated for violation of Board policies and in accordance with the criteria and procedures set forth in the Ohio revised code, and applicable terms of any collectively-bargained agreement, as appropriate.

It is the policy of the Board that classified staff who are not going to be rehired be given an opportunity to resign.

A classified staff member under contract may resign by filing a written resignation with the Treasurer or the Superintendent at least thirty (30) days prior to the effective date of the resignation, unless an earlier date is permitted by the Board.

A resignation, once accepted by the Board, may not then be rescinded.

Reporting Professional Misconduct

The Superintendent will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of certain classified employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a Student Activity Permit), in those specific circumstances set forth in State law and Policy 8141, including a conviction of the staff member of certain enumerated crimes and/or in conjunction with the non-renewal or termination of a licensed staff member, or resignation by a licensed staff member under threat of same and/or during the course of an investigation, for conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not a licensed classified staff member has committed an act or offense for which the Superintendent is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the classified staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that classified employee's license or permit, the report(s) of any investigation will be moved to a separate public file.

R.C. 3319.081, 3319.31, 3319.313, 3319.39
A.C. 3301-73-21

PHYSICAL EXAMINATION

The Board of Education, acting through the Superintendent reserves the right to require, after a conditional offer of employment, that the successful candidate submit to a medical examination in order to determine his/her physical and/or mental capacity to perform the essential functions of the position, with or without reasonable accommodation, provided that the Board has required previous successful candidates for the same position (or job classification) to do so. Such examinations shall be done in accordance with the Superintendent's guidelines and/or the terms of the negotiated, collectively-bargained agreements.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/Superintendent, and to allow the Superintendent or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification (see Form 4160 F2).

Such report should indicate whether the candidate can perform the essential functions of the position, with or without reasonable accommodation.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act.

In the event of a report indicating that the candidate is not qualified to perform the position's essential functions, with or without reasonable accommodation, the Superintendent will make a recommendation to the Board of non-employment. The Superintendent or his/her designee may discuss the results of the report with the healthcare provider who conducted the medical examination prior to the Superintendent making a recommendation to the Board.

The Board requires that all classified staff members undergo a tuberculosis examination in accordance with law.

The Board shall pay for required examinations.

R.C. 3313.71

A.C. 3301-83-06, 3701-15-02

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

29 C.F.R. Part 1630

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4161**

UNREQUESTED LEAVES OF ABSENCE

The Board may place a classified staff member on unrequested leave of absence for physical or mental inability when the staff member is unable to perform assigned duties.

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If the Superintendent believes the staff member is unable to perform assigned duties, the classified staff member will be offered the opportunity for a meeting to discuss these issues.

Prior to placing a classified staff member on unrequested leave, the Board may require the staff member to submit to an appropriate examination by a health provider determined by the District. The results of any such examination shall be treated as a confidential medical record and will be used only in compliance with law.

If, as a result of such examination, the classified staff member is found to be unable to perform assigned duties and no reasonable accommodations are available, the classified staff member may be placed on involuntary leave of absence for a period not to exceed two (2) consecutive school years.

A classified staff member subject to an unrequested leave of absence shall have such rights as are available under R.C. 3319.081 or the terms of a collectively-bargained, negotiated agreement.

R.C. 3319.081

A.C. 3301-83-07

Americans with Disabilities Act of 1990

42 U.S.C. 12101 et seq.

29 C.F.R. Part 1630

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4162**

DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with Board-owned and/or operated ("Board-owned") vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.

- Market Street School 5:00 p.m. January 20, 2009
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
 - D. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of Board-owned vehicles.
 - E. The term *CDL license holder* means all regular and substitute bus drivers, other staff members who may drive students in Board-owned vehicles or inspect, repair, and maintain Board-owned vehicles.
 - F. The term *while on duty* means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

The Board expects all CDL license holders to comply with Board Policy 4122.01 on Drug Free Schools which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

The Board directs the Superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any other staff member who holds a CDL license, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Amphetamines
- E. Phencyclidine (PCP)

The drug tests are to be conducted in accordance with Federal and State regulations a.) prior to employment, **(Controlled Substances Only)**, b.) for reasonable cause, c.) upon return to duty after any alcohol or drug rehabilitation, d.) after any accident, e.) on a random basis, and f.) on a follow-up basis.

Any staff member who tests positive shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle) and be referred to the District's Employee Assistance Program.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

A staff member who voluntarily discloses that they have an addiction to alcohol or controlled substances may participate in the Employee Assistance Program, and will qualify for the receipt of medical insurance benefits for treatment of alcohol or substance abuse, including follow-up care, to the extent that such benefits

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are provided for or offered in the Board's health insurance package. Voluntary disclosure of an alcohol or drug addiction by a staff member will not subject the staff member to disciplinary action unless such disclosure is made after the staff member is selected to be tested or immediately prior to the selection of staff members to be tested. Nothing herein shall prevent the Board from disciplining a staff member for misconduct associated with his/her alcohol and/or drug use regardless of whether the employee has disclosed that s/he has an alcohol or drug addiction.

A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:

- A. reports for duty or performs work while having an alcohol concentration of 0.02 or greater
- B. reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug

- C. refuses to submit to drug and/or alcohol testing
- D. alters or attempts to alter or unduly influence alcohol and/or drug testing results
- E. fails to remain readily available for post-accident testing (including notifying his/her supervisor of his/her location, if the staff member leaves the scene of the accident prior to the submission of a post-accident test, unless the staff member's departure is to obtain necessary emergency medical care)

Prior to the beginning of the testing program, the Board shall provide a drug-free awareness program which will inform each CDL license holder about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 -Unrequested Leaves of Absence, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- C. the topics identified in AG 4162A
- D. the sanctions that may be imposed for violations of Policy 4122.01.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/her overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a Federally certified laboratory if so requested by a staff member. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under the Americans With Disabilities Act (i.e. test results shall be provided on a right to know basis – the employee, the employer, and the substance abuse professional – and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will have access to any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide written authorization before his/her test result can be provided to any other person except a government agency specified in the applicable Federal regulations.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified (i.e. testing procedures and devices used will be as set forth in 49 C.F.R. Part 40).

The alcohol and drug testing program shall be under the direction of the Superintendent or designee.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

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- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all staff members, including the following:

- A. the name of the person designated by the Board to answer questions about the materials
- B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- C. information concerning what conduct is prohibited
- D. the circumstances under which employees are subject to testing
- E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee
- F. the requirement that staff members must submit to testing as required by the regulations
- G. an explanation of what constitutes a refusal to be tested and the attendant consequences
- H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- I. the consequences for a test indicating an alcohol concentration greater than 0.02, and
- J. information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management)

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of these materials. Each employee (and labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4170**

SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of classified staff. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A classified staff member having an illness or other problem relating to the use of alcohol or other drugs including, controlled substances, medications not prescribed by the employee's physician, or medications not taken as prescribed, will receive the same careful consideration and offer of assistance that is presently extended to classified staff having any other illness.

The responsibility to correct unsatisfactory job performance, attendance or behavioral problems resulting from a suspected health problem rests with the classified staff member. Additionally, regardless of whether a classified staff member has an illness or other problem relating to the use of alcohol or other drugs it remains the responsibility of the classified staff member to report to work and perform his/her duties in a fit and appropriate condition at all times. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

If a classified staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the classified staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption). The Board directs the Superintendent to establish guidelines and post a notice advising employees that the results of, or the employees refusal to submit to an alcohol or other drug test may affect an employee's right to receive workers' compensation benefits.

If a classified staff member voluntarily requests counseling or assistance before the Board learns of the classified staff member's substance abuse problem (through a positive test result or otherwise), the classified staff member's job security or promotion opportunities will not be jeopardized by his/her request for counseling or referral assistance. A classified staff member may not avoid the consequences of a positive test by requesting counseling or assistance for a substance abuse problem after being instructed to submit to a drug test.

Classified staff who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

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R.C. 2925.01 et seq., 3313.60, 3719.01 et seq., 3793.02, 4123.54

Rehabilitation Act of 1973, 29 U.S.C. 794

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NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4170.01**

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Board of Education believes that early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District will assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from the Superintendent. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

Although the District will assist a staff member to the extent feasible through the Employee Assistance Program, the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol or controlled substances will not impact adversely the staff member's employment status through disciplinary procedures.

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NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4210**

STAFF ETHICS

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all classified staff members to maintain high standards in their working relationships, and in the performance of their duties, to:

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- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;

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- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

Ohio Ethics Commission Advisory Opinion 2008-01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4211**

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

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NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4213**

STUDENT SUPERVISION AND WELFARE

Each classified staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities.

It is the responsibility of the Superintendent to prepare administrative guidelines for the maintenance of the following standards:

- A. Each classified staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. Each classified staff member shall immediately report to a building administrator any knowledge of threats of violence by students.
- C. A classified staff member shall not send students on any personal errands.
- D. A classified staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- E. A classified staff member shall not transport students in a private vehicle without the approval of a building administrator.
- F. A student shall not be required to perform work or services that may be detrimental to his/her health.
- G. If a student approaches a classified staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the classified staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a classified staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such classified staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil

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liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each classified staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

R.C. 2907.03

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**CLASSIFIED STAFF
4214**

STAFF GIFTS

The Board of Education considers the presentation of gifts to classified staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.

Based on the foregoing premise, it is the policy of the Board that classified staff members may accept gifts of nominal value from students or parents.

The Superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Classified staff members shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, classified staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, classified staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual classified staff member receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a classified staff member receives such compensation, albeit unsolicited, from a vendor, the classified staff member shall immediately notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer.

Auditor of State Bulletin 2000-006, Ohio Ethics Commission Advisory Opinion 2008-01

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USE OF TOBACCO BY CLASSIFIED STAFF

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the use of tobacco by classified staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles.

R.C. 3313.20, 3313.47, 3794 et seq.
20 U.S.C. 6081 et seq., 20 U.S.C. 7182
A.C. 3701-52

BOARD OF EDUCATION
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CLASSIFIED STAFF
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STAFF DRESS AND GROOMING

The Board of Education believes that classified staff members, like professional staff members, set an example in dress and grooming for students to follow. Staff members who understand this precept and adhere to it enlarge the importance of his/her task and present an image of dignity and professionalism.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all classified staff members shall:

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- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their assigned responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

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NEW RICHMOND EXEMPTED VILLAGE
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**CLASSIFIED STAFF
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WEAPONS

The Board of Education prohibits classified staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events.

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Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal/supervisor. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.122, 2923.19
18 U.S.C. 922

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
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**CLASSIFIED STAFF
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EVALUATION OF CLASSIFIED STAFF

The Board of Education recognizes the importance of implementing a program of classified staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for classified personnel are to:

- A. improve and reinforce the skills, attitudes, and abilities which enable a classified staff member to be effective in achieving assigned job goals;
- B. identify and remediate weaknesses which prevent a classified staff member from achieving the goals of assigned duties.

The Superintendent shall prepare administrative guidelines for the conduct of classified staff member evaluations.

R.C. 3319.081
A.C. 3301-35-03 (A)

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**CLASSIFIED STAFF
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OUTSIDE ACTIVITIES OF CLASSIFIED STAFF

Staff members should avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the School System, the Superintendent and Board of Education shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

Staff members may not dedicate work time to an outside interest, activity, or association.

Staff members may not use school property or school time to solicit or accept customers for private enterprises.

Staff members may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information that the staff member has obtained or may obtain by reason of his/her position or authority.

Staff members may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.

Staff members should refrain from expressions that disrupt the efficient operation of the school and/or interfere with the maintenance of discipline by school officials.

R.C. 3313.20

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**CLASSIFIED STAFF
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STAFF DEVELOPMENT

The Board of Education believes that training is a prerequisite for continued growth of staff and, therefore, encourages the participation of classified staff members in in-service and other training programs.

The Superintendent may plan and implement a program of in-service training for classified staff members and explore other training programs.

The Board may reimburse staff members for the costs incurred in participation therein, subject to prior approval of the Superintendent. However, under no circumstances will staff members be reimbursed for the purchase of alcoholic beverages.

Participation in the program shall be voluntary unless considered part of the duties of any participating staff member according to provisions in a negotiated, collectively-bargained agreement or other contractual arrangements.

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**CLASSIFIED STAFF
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USE OF EMPLOYEE'S PERSONAL PROPERTY AT SCHOOL

Board employees are permitted to possess personal communication devices (e.g., cellular telephones) at work in accordance with Policy 7530.01.

Other individuals may wish to bring personal property onto District premises. The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on Board property. This provision applies, without limitation, to trespassers, invitees, visitors, and independent contractors.

The limitation of liabilities set forth in the previous paragraphs applies to all personal property, regardless of any benefit the Board receives from its use.

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NEW RICHMOND EXEMPTED VILLAGE
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**CLASSIFIED STAFF
4362**

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on gender, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with

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members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.

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- Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working

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and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics

of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually on the School District's web site.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom 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 the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third

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parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District

community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

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The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. 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 harassment in general, will be age and content appropriate.

R.C. 4112.02
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
29 U.S.C. 621 et seq.
29 U.S.C. 794
42 U.S.C. 12101 et seq.
20 U.S.C. 1681 et seq.
42 U.S.C. 1983

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

R.C. 2917.11

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4362.02**

CIVILITY POLICY

Members of the New Richmond Exempted Village School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as community, the New Richmond Exempted Village School District encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

A. Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the Chief Administrative Officer.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or

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conference is on District premises, the offending person will be directed to leave promptly.

3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Chief Administrative Officer shall inform the person that he/she may be guilty of criminal trespassing if the individual knowingly or recklessly enters or remains on school property without privilege and contrary to board of education rules or negligently or willfully fails to leave school property when directed to leave. If an individual refuses to leave upon request or returns before the applicable period of time, the Chief Administrative Officer may notify law enforcement officials. An Incident Report should be completed for the situations as set forth in Paragraphs 1 and 2.

B. Safety and Security

1. The Superintendent will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur,
2. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault, or threat made against them on School/District premises or at School/District sponsored activities.
3. An employee whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

C. Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident.

ORC 2911.21; 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4415**

SEVERANCE PAY

Severance pay is based upon two (2) payments to eligible employees. Determination of eligibility is made at the time of retirement from active duty or the final date of employment.

To be eligible to convert accumulated and unused sick leave an employee must:

- A. have been employed by the District continuously for a period of at least five (5) years immediately preceding the date of retirement;
- B. retire from active duty or die while employed with the District;

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- C. must have accrued sick leave pursuant to the laws of the state of Ohio;
- D. be eligible for disability or service retirement as of the last date of employment;
- E. have an application for service retirement approved by the State Teachers' Retirement System;
- F. make application for severance pay with the Treasurer within 90 days from his/her last date, of employment; and
- G. must sign for his/her severance check certifying that all eligibility criteria have been met.

Payment for accumulated and unused sick leave on the basis set forth in negotiated contracts and/or regulations is considered to eliminate all sick leave days. Payment is based on the employee's regular daily rate of pay at the time of retirement. Payment made under this policy is paid only once to any employee. Payment is paid in two (2) payments in consecutive years following retirement.

Employees shall designate, on the application, within which month payment is desired. In no case will severance pay be made while the employee is still receiving regular paychecks.

Benefits payable hereunder because of the death of an employee shall be paid to the beneficiary of record under the Board of Education's group life insurance.

O.R.C. 9.90

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4419.01**

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans through the Clermont County Insurance Consortium.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4430.01**

FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible classified staff members for the following reasons:

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- A. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;

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- C. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
- D. the staff member's own serious health condition prevents him/her from performing the functions of his/her position.
- E. any exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin (i.e., the nearest blood relative) or a covered service member shall be entitled to a total of twenty-six (26) work weeks of leave during a twelve (12) month period to care for the service member ("Service Member Family Leave"). Service Member Family Leave shall only be available during a single twelve (12) month period. Additionally, during the single twelve (12) month period described in this paragraph, an eligible staff member shall be entitled to a combined total of twenty-six (26) work weeks of leave under this paragraph and general FMLA leave described in the preceding paragraph. Nothing in this paragraph shall be construed to limit the availability of general FMLA leave under the preceding paragraph during any other twelve (12) month period. A covered service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Serious injury or illness for purposes of Service Member Family Leave is defined as an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Months and hours that reservists or National Guards would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave/Service member Family Leave.

Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

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- A. Inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. Continuing treatment by a health care provider, including:
 - 1. a period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either treatment two (2) or more times by a health care provider, or treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
 - 2. any incapacity due to pregnancy or for prenatal care;
 - 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;

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4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
 5. any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- C. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for reason (A) or (B) on page one (1). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary as indicated in reasons (C) and (D) on page one (1). A staff member may also take FMLA leave on an intermittent or reduced-leave schedule for reason (E) on page one (1). Finally, Service Member Family Leave may be taken on an intermittent or reduced-leave schedule when medically necessary. Regardless, the taking of such leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave actually taken. If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment or the staff member is taking Service Member Family Leave, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

Whenever the leave is necessitated by the serious health condition of the staff member or his/her immediate family member or the leave is taken pursuant to Service Member Family Leave, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) day's notice. If there is insufficient time to provide such notice because of the need for treatment, the staff member shall provide such notice as early as practicable. When a staff member is taking leave because of a "qualifying exigency" (i.e., reason "E") and the leave is foreseeable, whether because the staff member's spouse, son, daughter or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the staff member shall provide such notice to the Superintendent as is reasonable and practicable. When planning medical treatment or taking leave pursuant to Service Member Family Leave, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the health care provider.

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for pursuant to reason (A), (B), (C), or (E) on page one (1).

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The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for either reason (C) or (D) on page one (1).

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation, personal leave, family leave or sick leave (per the applicable collective bargaining agreement) for unpaid Service Member Family Leave.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA leave or twenty-six (26) week period of Service Member Family Leave, the additional weeks of leave to obtain the twelve (12) weeks of FMLA leave or twenty-six (26) weeks of Service Member Family Leave, the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Service Member Family Leave, such leave counts toward the twelve (12) week/twenty-six (26) week maximum leave allowance provided by this policy.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days (see Form 4430.01 F3). In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent or his/her designee will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child. Additionally, the aggregate number of work weeks of leave to which both the husband and wife may be entitled pursuant to this policy may be limited to twenty-six (26) work weeks during the single twelve (12) month period provided for in the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA leave and Service Member Family Leave.

When FMLA leave is taken for either reason (C) or (D) on page one (1), or Service Member Family Leave is taken, the staff member must provide medical certification from the health care provider of the eligible staff member, his/her immediate family member, or the next of kin of the individual (see Form 4430.01 F2). The staff member may either:

- A. submit the completed medical certification to the Superintendent or his/her designee; or
- B. direct the health care provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the health care provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee is not FMLA leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days

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after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

The Board reserves the right to obtain, at its expense, the opinion of a second health care provider and, in the event of conflict, the opinion of a third health care provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second health care provider, and the opinion of the third health care provider if applicable, to the Superintendent or his/her designee; or
- B. direct the second or third health care provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the health care provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third health care provider, if applicable, any leave taken by the employee is not FMLA leave.

A staff member who takes leave for reason (D) on page one (1), prior to returning to work, must provide the Superintendent with a statement from his/her health care provider that s/he is able to resume work (see Form 4430.01 F4).

A staff member seeking to take leave pursuant to reason (E) on page one (1) must submit, in a timely manner to the Superintendent, an appropriate certification as described by Federal regulations.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave pursuant to reasons (C) or (D) on page one (1) or Service Member Family Leave, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

29 U.S.C. 2601 et seq.
29 C.F.R. Part 825
45 C.F.R. Part 160, 164

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4430.02**

LEAVE OF ABSENCE FOR EMPLOYMENT BY A COMMUNITY SCHOOL

A classified staff member, who is employed by the District and is seeking to be employed by a conversion or new start-up community school sponsored by or located within the District, shall be provided with a leave of absence from the District of up to three (3) years for service in the community school.

To maintain eligibility for this leave, the classified staff member must be continuously employed by the community school during the leave of absence.

A classified staff member, who is employed by the District and will be employed by a conversion or new start-up community school that is not sponsored by or located within the District, shall not be provided with a leave of absence for service in the community school.

Eligibility for Benefits while on Leave of Absence

During the leave of absence, a classified staff member shall remain eligible for the insurance benefits that are provided to regularly employed staff members, as well as SERS benefits, provided such staff member pays the entire cost associated with such benefits. The right to benefits does not apply if a collective bargaining agreement that is applicable to staff members of a conversion community school provides otherwise.

A staff member shall not be permitted to accrue personal leave or vacation leave for use as an employee of the District while s/he is on a leave of absence.

Return to Employment in the District

When the leave of absence period has expired or at such time when the classified staff member has been discharged from his/her employment with the community school, the classified staff member shall be entitled to return to employment with the District. Upon the classified staff member's return to employment, any and all applicable seniority shall be calculated to include all employment by the:

- A. District prior to leave of absence;
- B. community school during the leave of absence; and
- C. District after the leave of absence.

The staff member shall also be restored to his/her previous position and salary or to a similar position and salary.

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Liability of District

The District is not liable for any action of a staff member while s/he is on a leave of absence and employed by a community school.

R.C. 3314.10

R.C. Chapter 3309

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
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**CLASSIFIED STAFF
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SICK LEAVE TRANSFER

Any classified staff being employed by the Board of Education, who has been employed and has been in the service of another board of education in the State of Ohio, shall receive full credit for the sick leave accumulated in this previous service as shown in the records of the last district; however, such credit for sick leave shall not exceed 260 days. Sick leave accumulated out of state shall not be transferred.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
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4440**

JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Treasurer. Pre-approval for estimated travel expenses by the Superintendent is required.

The Board may pay the expenses of classified staff members when they attend meetings with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Classified staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

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Accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards", or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**CLASSIFIED STAFF
4531**

UNAUTHORIZED WORK STOPPAGE

The Board of Education is obligated and committed to provide certain basic services to students participating in District programs. Therefore, if the schools are open and students are in attendance, those basic services will be provided.

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools, when possible.

Classified staff members who fail to perform their normal duties when so required as part of an unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the policies of this Board and the laws of the State.

R.C. 3313.202, 4117.01 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5000**

5000	STUDENTS
5111	Eligibility of Resident/Nonresident Students
5111.01	Homeless Students
5112	Entrance Requirements
5113	Inter-District Open Enrollment
5113.01	Intra-District Open Enrollment
5113.02	School Choice Options Provided by the No Child Left Behind Act
5114	Foreign Students
5120	Assignment Within District
5130	Withdrawal from School
5136	Cellular Telephones and Electronic Communication Devices

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Market Street School

5:00 p.m.

January 20,

5200	Attendance
5215	Missing and Absent Children
5230	Late Arrival and Early Dismissal
5310	Health Services
5320	Immunization
5330	Use of Medications
5340	Student Accidents
5341	Emergency Medical Authorization
5350	Student Suicide
5409	Student Acceleration
5410	Promotion, Academic Acceleration, Placement, and Retention
5420	Reporting Student Progress
5421	Grading
5430	Class Rank
5451	Student Recognition
5460	Graduation Requirements
5463	Credits from State-Chartered, Special, and Nonchartered Schools
5464	Early High School Graduation
5500	Student Conduct
5511	Dress and Grooming
5512	Use of Tobacco
5513	Care of School Property
5514	Use of Bicycles
5515	Use of Motor Vehicles
5516	Student Hazing
5517	Anti-Harassment
5517.01	Bullying and Other Forms of Aggressive Behavior
5520	Disorder and Demonstration
5530	Drug Prevention
5531	Student Assistance Programs
5540	Interrogation of Students
5600	Student Discipline
5605	Suspension/Expulsion of Students with Disabilities
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5610.01	Permanent Exclusion of Nondisabled Students
5610.02	In-School Discipline
5610.03	Emergency Removal of Students
5610.04	Suspension of Bus Riding/Transportation Privileges
5610.05	Prohibition from Extra-Curricular Activities
5611	Due Process Rights

Market Street School
5630

5:00 p.m.
Corporal Punishment

January 20, 2009

5722	School-Sponsored Publications and Productions
5724	Preparation for Voter Registration
5725	Students as Precinct Election Officials
5730	Equal Access For Nondistrict-Sponsored, Student Clubs and Activities
5751	Parental-Married Status of Students
5771	Search and Seizure
5772	Weapons

5780	Student/Parent Rights
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5820	Student Government
5830	Student Fund-Raising
5840	Student Groups
5850	School Social Events
5855	Student Attendance at School Events
5880	Public Performances by Students
5895	Student Employment

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5111**

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.

The Board shall provide tuition-free education for the benefit of children at least five (5) but under twenty-two (22) years of age whose parents reside in the District and such others as may be eligible pursuant to Federal and/or State law and the policies of the Board, including disabled preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten.

In addition, the Board shall provide tuition-free education for the benefit of a child whose grandparent(s) resides in the District and who is the subject of a:

- A. power of attorney designating the grandparent as the attorney-in-fact; or
- B. 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.

In accordance with State law, the grandparent shall be considered the "parent" of the child who is the subject of the power of attorney (Form 5111 F7) or caretaker authorization affidavit (Form 5111 F8). The child may attend the schools of this District (Form 5111 F9) unless the power of attorney or caretaker authorization form was created for the sole purpose of enrolling the child in the District so that the child may participate in

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the academic or interscholastic programs of this District or another reason exists to exclude the child under State law. Additionally, the child may attend the schools of the District until the power of attorney or caretaker authorization affidavit terminates upon the occurrence of one (1) of the following events:

- A. one (1) year elapses following the date the document is notarized;
- B. the child ceases to reside with the grandparent(s);
- C. the document is terminated by court order; or
- D. either the child who is the subject of the document or the grandparent dies.

Additionally, the power of attorney terminates if it is revoked in writing by the person who created it. Further, the caretaker authorization affidavit terminates if the parent, custodian, or guardian of the child acts to negate, reverse, or otherwise disapprove of an action or decision of the grandparent(s) who signed the affidavit with respect to the child. It is the responsibility of the grandparent(s) to notify the District within one (1) week of the termination of the power of attorney or caretaker authorization affidavit.

The Board reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education as well as the validity of the claim of any student to an education in the District. In addition, if a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, such students will not be admitted until the records required to be released by DYS to the Superintendent have been received (see AG 5111 for listing of required records). Within twenty-four (24) hours of admission into the District, the Superintendent shall request a copy of the student's school records from the school the student most recently attended.

Nonresident Eligibility for Tuition-Free Education

A student shall be entitled to attend school in this District free of any tuition obligation under the following circumstances:

- A. A child whose parent has signed a contract to buy or build a house in this District and provides proper sworn statements shall be enrolled without payment of tuition for a period not to exceed ninety (90) days. The Superintendent is authorized to determine the number of days. The parent shall provide:
 - 1. a sworn statement explaining the situation, the location of the house being purchased or built, and stating the parent's intention to reside there upon its completion; and
 - 2. a statement from the builder that the house is being built for the parent and its location or a statement from a real estate broker or bank officer confirming that the parent has a contract to purchase, that the parent is waiting upon a closing date, and that the house is at the location identified in the parent's sworn statement.

Such child shall also be eligible to participate in interscholastic athletics, if released by formal action of the district of current residency and the OHSA.

Market Street School

5:00 p.m.

January 20,

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- B. Children under a shared-parenting plan establishing both parents as "residential parents" when the child is residing with the parent, if one (1) parent resides in the District. If a student resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for that student from the home of the nonresident parent. Where a court has vested legal custody with only one (1) parent, the child is entitled to attend school tuition-free only in the district in which the custodial parent resides.
- C. A child under the age of eighteen (18) years of age who is married and resides in the District.

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Market Street School

5:00 p.m.

January 20,

- D. Students between the ages of eighteen (18) and twenty-two (22) who support themselves by their own labor, live apart from their parents, reside in the District, and have not successfully completed the District's high school program or their I.E.P.
- E. Students who are considered by Federal law to be illegal aliens and/or homeless students who are required to be admitted by Federal law and in accordance with State guidelines.
- F. A child with a medical condition that may require emergency medical attention providing a parent is employed in the District and submits the proper certification required by the Board, including a medical statement from the child's physician.
- G. A child, living with a resident other than a parent and whose parent is in the armed services outside the State of Ohio, providing the child's parent submits the appropriate affidavit stating that the parent is in the armed forces outside the State of Ohio, intends to reside in the District upon return to the State, and provides the name and address of the person with whom the child will reside. The child may attend school in the District tuition-free for a period not to exceed twelve (12) months. If the parent does not intend to reside in the District, the child may attend school as a tuition student only.
- H. A student who is living with a parent under the care of a shelter program for victims of domestic violence located in the District.
- I. A nonresident child who has been or is currently being placed for adoption with a resident of this District, unless the adoption has been terminated or another district is required to educate the child.
- J. Any student who enrolls in the District under the District's open enrollment policy.

Optional Tuition Free Education

The Board may admit students tuition-free under the following circumstances:

- A. Children under the age of twenty-two (22), who are:
 - 1. in the legal custody of their parent;
 - 2. residing with a resident grandparent; and
 - 3. not in need of special education, provided the Board and the board of education of the child's district of residence enter into a written agreement specifying there is good cause for the transfer, describing the nature of the good cause, and consenting to the attendance.

The grandparent, and, if possible, the custodial parent shall sign the consent form providing the necessary authorizations. This option does not apply to children who are residing with a resident grandparent and are the subject of either a power of attorney or caretaker authorization affidavit that provides the grandparent with authority over the care, physical custody, and control of the child, as set forth in an earlier section of this policy. The Board shall admit children who are the subject of either a power of attorney or caretaker authorization affidavit tuition free.

- B. Foreign-exchange students participating in a bona fide foreign-exchange program or residents of foreign nations who request admission as foreign-exchange students or the student is a non-Ohio, U.S. resident admitted under an exchange program operated by a student exchange organization.
- C. Any resident of the District who, although not otherwise eligible, meets the criteria for free admission as established by the State Board of Education.
- D. Twelfth grade students whose parents move out of the District after the commencement of classes shall be allowed to attend school tuition-free for the remainder of the current year and one (1) additional semester.
- E. Natural or legally-adopted children of full-time staff members who reside outside the District provided proper application, prior to the first day of school, has been made.
- F. A nonresident student under the age of twenty-two (22) is entitled to attend school in the District if the superintendent of the student's district of residence and the Superintendent enter into a written agreement consenting to the attendance and specifying that the purpose of the attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendents.

If the student is not receiving special education, there shall be no requirement for either district to provide transportation for the student.

Any student admitted to the District under this provision shall be allowed to participate in all District student activities, including interscholastic athletics, on the same basis as any student who has attended the District's schools while of compulsory age.

- G. A child may enroll free of any tuition obligation for a period not to exceed sixty (60) days, on the sworn statement of an adult resident of the District that s/he has initiated legal proceedings for custody of the child. If the court fails to grant the adult resident custody, continued enrollment beyond the sixty (60) days will be at the discretion of the Board. If enrollment continues, tuition shall be assessed in accordance with law. If the court awards custody to the adult resident, s/he shall produce the journal entry awarding custody and tuition shall be determined in accordance with State law and/or the court order.

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- H. A child who becomes a nonresident at the time of a parent's death may continue to attend school in the District on a nontuition basis for the remainder of the school year.

Optional Enrollment

A student under twenty-two (22) years of age who is lawfully in attendance may continue to attend school in the District if, at any time following the end of the first full-week of October of the school year, the child or the child's parent has relocated to a new address located outside of the District but within the same county as the child's or the parent's address immediately prior to the relocation. In such case, the child may continue to attend school in the District, and at the school to which the child was assigned at the end of the first full week of October of the current school year, for the balance of the school year, only if the following conditions are met:

- A. the District to which the child or child's parent has relocated, which must be within the same county as the child's or the parent's address immediately prior to the relocation, has likewise adopted a policy to enroll children as described in this section;
- B. the child's parent provides written notification of the relocation outside of the District to the Superintendent of each of the two (2) school districts.

Any person or entity owing tuition to the District on behalf of the child at the end of the first full week in October, as provided in State law, shall continue to owe such tuition to the District for the child's attendance pursuant to this section for the lesser of the balance of the school year or the balance of the time that the child attends school in the District under this section. If the child's attendance was tuition-free prior to moving to his/her new district of residence, the child may continue to attend tuition-free for the remainder of the school year.

Transportation for a child attending school pursuant to this section shall be provided in accordance with any agreement regarding transportation that exists between this District and the student's new district of residence, or, if no such agreement exists, in the same manner as for students attending under open enrollment.

Students Suspended or Expelled from Other District

After offering an opportunity for a hearing, the Superintendent, at his/her discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the State, for the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion which would have been applied had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met. This provision also applies to a student who is the subject of power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent.

Mandatory Admission/Payment of Tuition

The Board shall admit students who reside in the District but his/her parents do not reside in the District and tuition payments shall be assessed pursuant to State law if:

- A. the student is in the legal or permanent custody of a governmental agency or a person other than his/her natural or adoptive parents;
- B. the student resides in a home as defined by State law;
- C. the student requires special education;
- D. the child resides in the District and the child's parent is in a residential facility, correctional facility, or juvenile placement and the other parent, if living and not in such a facility or placement, is not known to reside in this State.

If the District admits a student to the District who is not otherwise entitled to attend or whose attendance tuition is not an obligation of another district, the Board shall collect tuition from the student's parents.

The Superintendent shall develop administrative guidelines for the enrollment of nonresident children which:

- A. admit such children only on the proper application of the parent or guardian; release by the board of education of residency, if required; and the approval of the Board;
- B. do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin, ancestry, or disability;
- C. verify claims of residency;
- D. deny admission where the educational program maintained for the children of this District is inadequate to meet the needs of the applicant;
- E. make continued enrollment of any nonmandatory nonresident, regular-education student contingent upon maintaining good standards of citizenship and discipline.

Tuition rates shall be determined as required by Ohio Statutes.

Tuition shall be charged monthly, in advance of attendance.

R.C. 3313.48, 3313.64, 3313.645, 3313.649, 3313.65, 3313.66, 3313.90, 3313.97

R.C. 3313.98, 3317.08, 3317.081, 3321.01(B), 3321.03, 3323.141

R.C. 3327.04, 3327.05, 3327.06, 2152.18, 5139.05, 3313.672, 3313.533

A.C. 3301-42-01

42 U.S.C. 11431 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5111.01**

HOMELESS STUDENTS

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

42 U.S.C. 11431 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5112**

ENTRANCE REQUIREMENTS

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Preschool

A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before August 1st of the year in which s/he applies for entrance and has not yet attained the age at which s/he will be admitted to kindergarten.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in an approved public or private school kindergarten before transferring to this District.

While the District operates an all-day kindergarten program, a parent may enroll his/her child for only the minimum number of hours required by State law without penalty, and the Board shall accommodate such students.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before August 1st of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if the acceleration evaluation committee decides it is appropriate for the child.

Required Documents

The Superintendent shall require that each child who registers for entrance to school provide:

- A. his/her birth certificate or similar documentation authorized by law as proof of age and birthdate;
- B. a certified copy of any custody order or decree together with any modification in such an order or decree.
- C. proof of having received or being in the process of receiving required immunizations.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities shall be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672.

Each child entering the District's kindergarten or first grade program for the first time must be properly screened for any medical or health problems as well as those related to hearing, vision, speech and communications. The cost for such screening shall be paid by the District.

Any parent may provide the District with a written statement indicating that s/he does not wish to have his/her child screened.

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Early Entrance Criteria

The District provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade will be available in each school building. Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of the school for evaluation for possible early admission. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities.

Pursuant to R.C. 3321.01, all children who will be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested shall be evaluated upon request of the child's parent or legal guardian. Children who will not be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested shall also be evaluated for early admittance if referred by an educator within the District, a pre-school educator who knows the child, or a pediatrician or psychologist who knows the child. Such children may also be evaluated at the discretion of the principal of the school to which the student may be admitted.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

- A. a parent/legal guardian or a representative designated by the parent/guardian
- B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration.
- C. the principal or assistant principal of the school to which the child may be admitted
- D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated based on the following criteria:

Market Street School

5:00 p.m.

January 20, 2009

- A. The child's mental age is between fourteen (14) to sixteen (16) months above his/her chronological age as determined by standardized tests.
- B. The child's total I.Q. is at least 125 on a deviation scale as determined by standardized testing.
- C. The child possesses and demonstrates social and emotional characteristics that permits conformity with the pattern of behavior commonly expected of children in kindergarten.

2009

- D. Admission of the child is recommended by the Acceleration Evaluation Committee.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision will be final.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

- A. placement of the child in the accelerated setting;
- B. strategies to support successful early entrance; and
- C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

R.C. 3313.64, 3313.641, 3313.672, 3313.673, 3321.01 et seq., 3321.05, 3323.01
R.C. 3324.10

Market Street School

5:00 p.m.

January 20, 2009

New Richmond Exempted Village School District resolves to permit the enrollment of students, admitted under Section 3313.98 of the Ohio Revised Code, tuition free, from other districts subject to the policies, regulations, contained hereafter:

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- A. Students/parents accepted into the interdistrict open enrollment program shall be accepted for one school year. Students who begin but choose-not to complete the entire school year in the New Richmond Exempted Village School District and who return to their resident school district during the school year will not be permitted to apply for interdistrict open enrollment status for the following school year.
- B. Native students (school residents of the New Richmond Exempted Village School District) shall have priority to all programs, buildings, and grade levels over open enrollment applicants.
- C. Children of employees admitted tuition free by Board policy and tuition students shall have priority over interdistrict open enrollment applicants.
- D. Special education students from those districts in the special education consortium in which New Richmond Exempted School District is a participant shall have priority over interdistrict open enrollment applicants.
- E. No student shall be accepted under the interdistrict open enrollment program into a class, course or program that is not housed within the New Richmond Exempted Village School District proper. The New Richmond Exempted Village School District shall not be required to create or add any educational programs or units to serve interdistrict open enrollment students. Additionally, open enrollment limits for special education and vocational units shall not be exceeded.
- F. Any student accepted into the interdistrict open enrollment program who is a special education students shall be required to attend the school within the district where services specified in the student's IEP are currently available.
- G. Any elementary student accepted into the open enrollment program is not guaranteed choice of a specific elementary school.
- H. If the board of education elects to renew this policy for the following year, any student/parent who were accepted into and completed the current school year in the New Richmond Exempted Village School District under the interdistrict open enrollment program and who are eligible and reapply pursuant to a succeeding year interdistrict open enrollment program shall have priority over new interdistrict open enrollment program applicants provided they meet the other eligibility requirements of this policy.
- I. No student shall be accepted in the New Richmond Exempted Village School District under the interdistrict open enrollment program who has accumulated five (5) or more unexcused absences during the previous school year or during the current school year if applicable.
- J. No student shall be accepted in the New Richmond Exempted Village School District under the interdistrict open enrollment program who has been suspended or expelled from school for at least ten (10) consecutive days in the current semester or the immediately preceding semester.

In addition, no student shall be accepted in the New Richmond Exempted Village School District under the interdistrict open enrollment program who has been convicted and/or ruled a delinquent child for committing any of the crimes listed below:

1. Conveying deadly weapons or dangerous ordnance;
2. Possessing deadly weapons or dangerous ordnance;
3. Carrying a concealed weapon on school property or at a school function;
4. Trafficking in drugs;
5. Murder or aggravated murder;
6. Voluntary or involuntary manslaughter;
7. Assault or aggravated assault;
8. Rape, gross sexual imposition or felonious sexual penetration; and/or
9. Complicity in any of the above offenses.

- K. The New Richmond Exempted Village School District shall provide transportation on a space available basis to any student accepted into the interdistrict open enrollment program just as it does to any and all students within the district. Interdistrict open enrollment program students must provide their own transportation to a bus stop within the New Richmond Exempted Village School District (designated by the Superintendent of Schools).

It is the responsibility of each student/parent who is accepted into the interdistrict open enrollment program and who desires to participate in interscholastic athletic competition to take all necessary steps and present evidence of such to the Superintendent of Schools that they have met all standards/eligibility criteria of the Ohio High School Athletic Association.

- L. In order for an open enrollment candidate to be accepted into the New Richmond Exempted Village School District under this policy, the following conditions shall be met:

1. The New Richmond Exempted Village School District must have available space and teacher(s) for applicant.
2. An applicant will not be accepted if his/her acceptance shall exceed the building capacities set forth hereafter:

Locust Corner Elementary School	500
New Richmond Elementary School	500
Monroe Elementary School	500
New Richmond Middle School	475
New Richmond High School	750

3. In addition to meeting the conditions of building capacity, an applicant will not be accepted if doing so would result in class sizes that exceed the following:

Grade Level	Maximum Classroom Enrollment
K	18
1-3	20
4-6	25
7-8	25
9-12	28

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Notwithstanding the above grade level enrollment limits, individual course enrollments in grades 9-12 shall not exceed the available number of teaching stations or enrollment limits established by state regulation. At the time applications are submitted, applicants in grades 9-12 must submit a list of courses being requested so that a determination can be made whether space is available for interdistrict open enrollment students. No student, once accepted, will be displaced should the enrollment exceed the limits stated above.

APPLICATION PROCESS

The following shall be the process for obtaining and approving applications to the open enrollment program:

- A. The District may conduct parent information meetings outlining the policies, rules, and regulations pertaining to the interdistrict open enrollment program including the application process. The District may utilize advertisements and/or articles in the local media to publicize the meetings.
- B. Applicants accepted in the interdistrict open enrollment program must enter at the beginning of the school year. No students will be accepted in the program after the school year begins. However, New Richmond Exempted Village School District and the resident school district may agree to waive the deadline if extenuating circumstances exist.
- C. Parents of a student wanting to enroll in the interdistrict open enrollment program must submit a complete written application and have it on file in the Superintendent's office no later than June 15th. Each application will be dated and time stamped as to receipt in the Superintendent's office.
- D. Once the Superintendent has determined the openings available for the school year pursuant to this policy, he/she shall review the applications of all students seeking assignment to available opening(s) (e.g. grade one) and assign applicants according to the date and time received by the Superintendent until the available openings in the grade have been filled. This process will be repeated for all grade level openings where there are more applicants than there are openings available.
- E. The Superintendent shall have available for public review a list of all student openings for the school year after applying the building capacities and grade level openings as required by this policy.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5113.01**

INTRA-DISTRICT OPEN ENROLLMENT

Intra-District Open Enrollment

Unless a specific request is approved pursuant to this policy or a transfer is otherwise made pursuant to this policy, students will attend school in the attendance area according to their place of residence as approved by the Board of Education.

Any student who wishes to apply for admission to an alternative school within the District but outside of his/her attendance area shall file a written request with the Superintendent prior to July 1. Students who move into the New Richmond School District subsequent to July 1 shall apply within thirty (30) days after they have moved into the District. The student and principals of the affected schools will be notified of the acceptance or rejection of the request prior to the start of the school year, or within thirty (30) days after the request is filed, whichever is later. A student is only required to file a request pursuant to this policy if he/she wishes to attend an alternative school.

Students moving from the New Richmond School District are to be withdrawn immediately unless it is during the last month of school when arrangements may be made to continue in the New Richmond Schools for the remainder of the year,

The following criteria will be used by the Administration to evaluate any request made by a student pursuant to this policy:

- A. Students may not be transferred to a school or class which is at or over capacity as determined by the Administration.
- B. All students living within the attendance boundaries of a school shall be given preference over applicants in attending that school.
- C. No request will be approved which will result in a racial imbalance in the District schools.
- D. Preference will be given to applicants who have siblings in special education classes if the request is made to allow the siblings to all attend the same school.

The procedures for admitting applicants to alternative schools shall not include:

- A. Any requirement of academic ability, or any level of athletic, artistic, or other extracurricular skills.
- B. Limitations on admitting applicants because of handicapping conditions, except that a student receiving services under Chapter 3323 of the Revised Code may be required to attend school where the services described in the student's Individualized Education Program are available.
- C. A requirement that the student be proficient in the English language.
- D. Rejection of an applicant because a student has been subject to disciplinary proceedings, except if an applicant has been suspended or expelled for ten (10) or more days in the term for which admission is sought, or in the term immediately preceding the term for which admission is sought, the applicant may be denied admission to an alternative school.

The New Richmond School District shall not provide transportation for a non-handicapped student to an alternative school unless the student can be picked up and dropped off at a regular school bus stop designated in accordance with the District's transportation policy and there is adequate seat space on the bus to accommodate the students.

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The Administration shall provide information about this policy, the application procedures, and deadlines to the parent of each student in the District and to the general public.

Intra-district Transfer of Students by the Administration

- A. Students may be transferred by the Administration when pupil-teacher ratio exceeds the maximum class size of twenty-six (26) students (1-4) and twenty-seven (27) students (5-6).
- B. When transfers are necessary, students will be transferred to the building with a lower enrollment.
- C. Any student registering after the end of the school year will be assigned to another school when the pupil-teacher ratio exceeds twenty-six (26) to one (1) (1-4) and twenty-seven (27) to one (1) (5-6) even though the family lives within the boundaries of said elementary school.
- D. Within the school, the principal has the responsibility to make all student assignments according to the guidelines adopted by the Board of Education
- E. In making transfers every effort will be made to avoid split family situations and to avoid split classes.
- F. Parents of children who will be transferred to a different elementary school will be notified by letter and/or phone of the transfer no later than July 15 of the preceding school year.
- G. Building principals will maintain a list of transferred students. If openings occur within their building within the first two (2) weeks of school, parents will be notified to see if they would like to have their children transferred back to the original school. Priority will be given to those students in which a split family situation is present. A split family is one that includes two (2) or more children who would normally attend the same elementary school, but when too many or too few children are in a given class in a given school, one (1) child or more is required to attend another school. Kindergartners are not considered in split family determinations.
- H. Class size in special education classes is mandated by the state and identified students may need to be transferred if a school building exceeds the state requirement.
- I. Transportation of students transferred at parental request shall be the sole responsibility of their parents/guardians. However, bus routes may be utilized when convenient to assist parents in the process, The Superintendent or designee will determine whether the students can be accommodated on existing bus routes.

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SCHOOL CHOICE OPTIONS PROVIDED BY
THE NO CHILD LEFT BEHIND ACT

The Board of Education acknowledges that the Federal *No Child Left Behind Act of 2001* ("NCLBA") provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school

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has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Additionally, students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Title I, Section 1116(b)(1)(E) of the No Child Left Behind Act of 2001

Title I, Section 1116(e) of the No Child Left Behind Act of 2001

Title IX, Section 9532 of the No Child Left Behind Act of 2001

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5114**

FOREIGN-EXCHANGE STUDENTS

The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign-exchange students as members of the student body of this District.

The Board will permit the admission of foreign-exchange students (from recognized and approved student exchange programs) who are residing in this District. This policy only applies in such instances wherein a student is entering the United States to attend public school by way of an organization recognized and approved by the United States Department of State as an exchange visitor program sponsor. It is not intended to apply to other foreign students residing in the District who must be enrolled in accordance with State law. Nonresident foreign-exchange students shall be eligible for admission on the same basis as other nonresident students.

The Superintendent shall prepare administrative guidelines to ensure that these programs function effectively.

R.C. 3313.64

Mutual Educational and Cultural Exchange Act of 1961, as amended

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5120**

ASSIGNMENT WITHIN DISTRICT

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated.

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by:

- A. considerations of safe student transportation and travel;
- B. convenience of access to schools;
- C. financial and administrative efficiency;
- D. the effectiveness of the instructional program;
- E. a wholesome and educationally sound balance of student populations.

No assignment to schools or attendance schedules shall discriminate against students on the basis of gender, race, religion, disability, or national origin.

The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student.

Every effort shall be made to continue a student in the elementary school to which s/he is initially assigned.

Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

The Superintendent shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing fullest educational potential.

The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5130**

WITHDRAWAL FROM SCHOOL

The Board of Education affirms that, while statute requires attendance of each student from six (6) years of age, or five (5) years of age if enrolled in kindergarten, and not formally withdrawn, until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools. A child enrolled in kindergarten is deemed to be of compulsory school age unless the child's parent or guardian, in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law.

Whenever a student under the age of eighteen (18), withdraws from school without moving out of State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

Such notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of State.

The Superintendent shall ensure, through administrative guidelines, that proper procedures are established so that such notification complies with the provisions of R.C. 3321.13 (B)(1).

The Superintendent shall develop administrative guidelines for withdrawal from school which:

- A. make counseling services available to any student who wishes to withdraw; and
- B. assure the timely return of all District-owned supplies and equipment in the possession of the student.

In accordance with Policy 5610, 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. Any resulting expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

R.C. 3313.66, 3321.13

A.C. 3301-41-01, 3301-43-01, 3301-35-03 (F)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5136**

**CELLULAR TELEPHONES AND
ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other ECD remains off. After school hours, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator or sponsor, cellular telephones and other ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that cellular telephones and ECDs must be turned off will not apply when the student obtains prior approval from the building principal because the student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition).

The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE**

**STUDENTS
5200**

2009

SCHOOL DISTRICT**ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- 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
- H. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for more than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is

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no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

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- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;

- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitually truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

R.C. 3313.664, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191, 3321.22

R.C. 3321.38, 3331.05

A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5215**

MISSING AND ABSENT CHILDREN

It is the interest of this Board of Education to cooperate with local, State, and National efforts to decrease the number of missing children.

The Superintendent is instructed to establish administrative guidelines to provide for admittance of a student lacking records into the school followed by notification of the police rather than refusing entrance and notification of authorities. Such a procedure may reduce the risk of removal of the student from the area.

R.C. 109.65, 2901.30, 3301.076, 3313.205, 3313.672, 3313.96, 3319.321

R.C. 3319.322

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5230**

LATE ARRIVAL AND EARLY DISMISSAL

2009

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As the agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or verbal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

R.C. 3313.20, 3313.64

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5310**

HEALTH SERVICES

The Board of Education may require students of the District to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. verify that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

- Market Street School 5:00 p.m. January 20, 2009
- A. general physical examinations for athletics;
 - B. dental examinations;
 - C. tests for communicable disease;
 - D. vision and/or audiometric screening;
 - E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means 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 screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within fourteen (14) days after receipt of the Board's annual public notice.

R.C. 2305.231, 3313.50, 3313.68 et seq.
A.C. 3301-35-03 (D)
20 U.S.C. 1232(h)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5320**

IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students who start kindergarten during or after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. The Board also requires that students who start kindergarten during or after the school year beginning in 2006 be immunized against chicken pox. This policy pertains to both students who currently attend school in the District and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating s/he has had measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of contagion. In case of an outbreak of the disease for

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which the student has not been immunized or an epidemic, the Superintendent shall not allow the student to attend school.

In the case of a chicken pox epidemic in the school's population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

The Superintendent may also exempt a student from immunization if a physician certifies in writing that immunization from a particular disease is medically contra-indicated.

A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice.

Any immunization program conducted by this District requires prior approval of the Board and can only extend to those immunizations provided for by statute and the guidelines of this Board.

R.C. 3313.67, 3313.671, 3313.671(B)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5330**

USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1, Form 5330 F1a, and Form 5330 F1b). These documents shall be kept on file in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by

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the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage, will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs and parents, may administer medication or treatment but only in the presence of another adult.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and/or any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal and/or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

The following staff are designated as being authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the principal office and administered in accord with this policy.

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All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.716, 4729.01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5340**

STUDENT ACCIDENTS

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The Superintendent shall develop administrative guidelines to include the reporting of accidents, when appropriate.

R.C. 2305.23 (Good Samaritan), 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5341**

EMERGENCY MEDICAL AUTHORIZATION

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.

When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the

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student's parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines. Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law. If a student has a DNR order in his/her educational records and/or DNR identification with him/her, school staff will, to the extent feasible, notify any responding Emergency Medical Services Personnel of the existence of the DNR identification/order.

R.C. 2133.21 - .26, 3313.712

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5350**

STUDENT SUICIDE

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

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Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

A.C. 5101:2-34/35
767 F2d 651 (1985)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5409**

STUDENT ACCELERATION

In order to comply with the requirements of R.C. 3324.10 that boards of education adopt and implement a policy commencing with the 2006-2007 school year that addresses at least whole grade and subject area acceleration, and early high school graduation, the Board expressly combines herein and incorporates by reference:

- A. Policy 5112 - Entrance Requirements
- B. Policy 5410 - Promotion, Academic Acceleration, Placement, and Retention
- C. Policy 5464 - Early High School Graduation

Students and/or parents who are interested in student evaluation and consideration for whole grade or subject area acceleration or early high school graduation should contact the building principal and/or the student's guidance counselor. Parents who wish to have their child evaluated and considered for early admission to kindergarten should contact the building principal and/or Director of Staff and Pupil Services.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5410**

PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

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It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Promotion:

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

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- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic Acceleration:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. a principal or assistant principal from the child's current school
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

A student will be accelerated when the acceleration evaluation committee determines that the student:

- A. achieved the grade/course objectives and State-mandated requirements, if applicable, for the grade/course in which s/he is presently enrolled as well as for the grade(s)/course(s) that will be skipped;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade/course as well as the succeeding one(s);
- C. demonstrated sufficient proficiency to permit him/her to be accelerated in the educational program;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the grade/course to which s/he will be promoted or enrolled.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the student in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

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At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

Retention:

A student may be retained at his/her current grade level when s/he has:

- A. in the opinion of the professional staff, failed to demonstrate proficiency in the core subjects;
- B. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- C. scored below proficient level on any State-mandated test.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. require that a student be retained if s/he is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- E. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student;
- F. provide parents the opportunity to request the promotion, placement, or retention of their child;
- G. provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

R.C. 3313.608, 3313.608(D), 3313.609, 3313.647, 3324.10

A.C. 3301-35-02(B)(5)

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The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress which shall include written/electronic reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents which:

- A. ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- B. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- C. specify the issuance of report cards at intervals of not more than nine (9) weeks;
- D. ensure a continual review and improvement of methods of reporting student progress to parents.

R.C. 3301.0714

A.C. 3301-11, 3301-35-02(B)(4)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5421**

GRADING

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The mandatory grade report date for all District staff shall be on the Wednesday following the last day of the preceding grading period; "report" means to have verified final grades into the District's grading system so that the information can be accessed by the District's administrators as well as other persons having permitted access.

The Board directs the Superintendent to develop procedures for grading whereby the professional staff:

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- A. develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provides frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provides for a pass/fail grade in programs for which it is appropriate;

- E. provides students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

R.C. 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5430**

CLASS RANK

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by grade point average, for students in grades 9 – 12.

The grades of students transferring to the high school from a chartered school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed two (2) semesters of his/her senior year.

Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed two (2) semesters of his/her senior year.

The Superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. a provision for students completing graduation requirements before their class;
- B. a system for fairly averaging makeup courses;
- C. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;
- D. recognition of the heavier burden of certain work, classes, courses, etc.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5451**

2009

STUDENT RECOGNITION

The Board of Education values excellence and wishes to inculcate in students the desire to do their best in all things. It shall be the policy of this Board, therefore, to recognize outstanding accomplishment in curricular, co-curricular, and extra-curricular areas.

The Board authorizes the Superintendent to develop a plan for recognition of outstanding student achievement based on well-defined, consistent criteria and standards.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5460**

GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. Each student must demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.

The requirements for graduation from high school include earning twenty-three (23) units of credit in grades nine through twelve as follows. However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.

Graduation Requirements

The following courses are the minimum requirements for all students:

American Government	1 credit
American History I and II	2 credits
English	4 credits
Health	1/2 credit
Mathematics	4 credits
*Practical Arts	1 credit
#Fine Arts	1 credit
Science (1 Physical, 1 Biology)	4 credit
Physical Education	1/2 credit
Electives	5 credits

*Courses chosen from among those offered in Industrial Technology and Business.

#Courses chosen from among those offered in Art and Music.

Students must pass all sections of the Ohio Graduation Test in order to graduate. Students must complete a minimum 20 community service hours during their 10th, 11th, and 12th grade years.

State of Ohio Honors Diploma

Criteria for Honors Diploma are the same as for a regular diploma plus eight out of the nine following requirements:

- 4 units of English
- 3 units of math including at least Algebra I, Algebra II, and Geometry
- 3 units of science with at least one in Chemistry and one in Biology
- 3 units of social studies
- 3 units of 1 foreign language or 2 units each of 2 foreign languages
- 1 unit of fine arts
- high school G.P.A. of at least 3.5
- obtain ACT composite score of 27
- either 1 units of business/tech and 2 additional units in the items listed above or 3 additional units in items listed above.

Students enrolled in Tech-Prep for one-half days must meet the requirements of New Richmond High School for graduation.

A student may be excused from the physical education requirement because of illness or for any other reason acceptable to the principal of the high school

Summer school credits will be accepted toward graduation providing the building principal has given approval to register for the course(s).

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

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The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

R.C. 3313.60, 3313.603, 3313.61, 3313.611, 3313.614, 3313.647, 3323.08

R.C. 3301.07, 0710, 0711

A.C. 3301-41-01, 3301-13-01 to 07

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5463**

**CREDITS FROM STATE-CHARTERED, SPECIAL,
AND NONCHARTERED SCHOOLS**

In recognizing its responsibility to uphold the minimum educational standards of the State of Ohio, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they be State-chartered, special, or nonchartered schools.

For credit or course-work to be accepted for courses taken in such schools, either a copy of the charter or other assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learnings which are prerequisite to a placement.

Although credits from nonchartered schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the District or at a school approved or chartered by a State education agency shall be considered in class ranking and for entering on the transcript.

R.C. 3301.07, 3301.16, 3313.60

A.C. 3301-35, 3301-39

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5464**

EARLY HIGH SCHOOL GRADUATION

The Board of Education acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class.

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A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with his/her designated class or the class graduating in the year in which s/he completes the District's requirements for high school graduation.

Early High School Graduation - General

Application for early high school graduation must be submitted to the high school principal.

The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements.

Early High School Graduation – Advanced Learners

Any student residing in the District may be referred for early high school graduation by a staff member or parent/guardian to the principal of his/her school. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms will be available at each school building.

Students referred for early high school graduation will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will only occur at the start of a semester.

Before a student is evaluated for early high school graduation, the principal (or his/her designee) must obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriateness of early high school graduation for the student. The committee shall include the following:

- A. a parent/legal guardian of the referred student
- B. a gifted education coordinator or gifted intervention specialist, or, if neither is available, a school psychologist or guidance counselor with expertise in early high school graduation
- C. a principal or assistant principal from the student's current school
- D. a current teacher of the referred student

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student.

Students referred for early high school graduation shall be evaluated based on past academic performance, measures of achievement based on State academic content standards, and successful completion of State mandated graduation requirements. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations.

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The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her final decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for early high school graduation, the acceleration evaluation committee will develop a written acceleration plan designed to allow the student to complete high school graduation requirements on an accelerated basis. The plan may include the provision of educational options in accordance with A.C. 3301-35-06(G), waiving District graduation requirements that exceed those by the State, and early promotion to sophomore (or higher) status to allow the student to take the Ohio Graduation Test.

A staff member will be assigned to oversee implementation of the written acceleration plan and to monitor the adjustment of the student to the accelerated setting.

R.C. 3324.10

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5500**

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

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Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs 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, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

R.C. 3313.20, 3313.534, 3313.66, 3313.661

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5511**

DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

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- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. invite the participation of staff, parents, and students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;
- C. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

R.C. 3313.20, 3313.60, 3313.661, 3313.665

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5512**

USE OF TOBACCO

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing an indoor tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and used to provide education or library services to children, and at all Board-sponsored events. Smoking clove cigarettes or other substances is also prohibited.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE**

**STUDENTS
5513**

CARE OF SCHOOL PROPERTY

The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students eighteen (18) years or of age or older shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings and reserves the right to withhold a report card or credits from any student whose payment of such fine is in arrears.

The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.

A reward may be offered by the Board for the apprehension of any person who vandalizes school property.

The Superintendent shall develop administrative guidelines to implement this policy.

R.C. 2151.411, 3109.09, 3313.173, 3313.642

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5514**

USE OF BICYCLES

Because of the clear and present danger of accidents in traffic, inherent in bicycle riding, it shall be the policy of the Board of Education to prohibit the use of bicycles by students for travel to and from school.

R.C. 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5515**

USE OF MOTOR VEHICLES

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others -- and an assumption of liability on the part of those students and their parents.

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The Superintendent shall develop administrative guidelines for the operation and parking of motor vehicles by students which shall include the requirement that students are licensed drivers and have adequate liability insurance.

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property.

R.C. 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5516**

STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as 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. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31, 3313.661

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5517**

ANTI-HARASSMENT**General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on gender, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions**Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

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Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.

- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working

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and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually on the School District's web site.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom 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 the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

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At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. 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 harassment in general, will be age and content appropriate.

R.C. 4112.02

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5517.01**

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board of Education 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. The Board of Education 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 schools, and those occurring off school property if the student or employee is at any schools-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.

Definition:

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Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student or group of students 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 education environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, 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 exhibits toward another particular student or group of students more than once and the behavior both causes mental and 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).

Reporting/Investigation

Any student or student(s) parent/guardian 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 building staff members should be filed with the building principal. Complaints against the building principal shall 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 can be 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 expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior 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.

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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/guardian 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, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian 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.

Complaints

Students and/or their parents/guardians 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 actions, 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. 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 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

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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/guardian 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. 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.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by schools staff in these training programs shall apply toward mandated continuing education requirement.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting, investigative procedures, as well as intervention strategies and disciplinary procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5520**

DISORDER AND DEMONSTRATION

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be countenanced.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which interferes with the normal operation of the school.

The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

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The Superintendent shall develop administrative guidelines for the implementation of this policy.

R.C. 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5530**

DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

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- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - 4. promotes positive emotional health, self-esteem, and respect for one's body;

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5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure Policy 5771 and AG 5771, Suspension and Expulsion Policy 5610 and AG 5610, and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.752, 3313.95, 3319.012
Public Law 101 - Drug-Free Schools and Communities Act of 1986
20 U.S.C. 3171 et seq.
20 U.S.C. 3224A

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

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STUDENT ASSISTANCE PROGRAMS

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board of Education has adopted policies related to

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student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthful, productive living, and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that educational programs and sound discipline may not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which have impact on students' emotional, mental, and/or social well-being and affect their ability to benefit from educational experiences.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5540**

INTERROGATION OF STUDENTS

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a time that minimizes the disruption of a students schedule.

Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law
Enforcement Agency

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy 8462.

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an

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emergency, the building administrator shall attempt to contact the parent prior to questioning, and s/he will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

Investigations of Violations of Law by Law Enforcement Agencies

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

In those circumstances when an interrogation may expose a student to criminal charges, the building principal should also verify that the student(s) has been informed of his/her right to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

Notification and Release of Records

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order. (See Board Policy 8330).

R.C. 3313.20, 3319.321

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5600**

STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

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The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student

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providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day.

R.C. 3313.20, 3313.66, 3313.661, 3315.07, 3327.041

A.C. 3301-35-03(G), 3301-83-08

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5605**

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

In addition to following the requirements and procedures set forth for all students in Policy 5610, the Board of Education shall also abide by State and Federal laws and regulations when disciplining students with disabilities through removal by suspension and/or expulsion.

The Superintendent shall establish administrative guidelines that shall be followed when disciplining any student with a disability.

20 U.S.C. Section 1401 et seq.

Section 504, 1973 Rehab. Act

29 U.S.C. 701 et seq.

34 C.F.R. 300.530-537

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5610**

**REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION
OF STUDENTS**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified

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as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. [See Policy 5605
“Suspension/Expulsion of Disabled Students.”]

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 “Emergency Removal”)
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 “Due Process Rights”.
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 “Due Process Rights”.

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a

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school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one(1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

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- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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 must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board

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has adopted a provision in Policy 2271 under R.C. 3313.613 which may deny high school credit for
postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or 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 suspension or expulsion into the following school year.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014
18 U.S.C. Section 921
20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5610.01**

PERMANENT EXCLUSION OF NONDISABLED STUDENTS

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
- C. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

- A. rape, gross sexual imposition or felonious sexual penetration
- B. murder, manslaughter, felonious or aggravated assault
- C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

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If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he shall submit a written recommendation to the Board that the student should be permanently excluded from

the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.

If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.

If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in statute.

R.C. 2151.27, 2903.03-.04, 2903.11-.12, 2907.02, 2907.05, 2907.12, 2923.12

R.C. 2923.22, 2925.03, 2923.01-.02, 2923.122

R.C. 3313.66, 3313.661, 3313.662

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5610.02**

IN-SCHOOL DISCIPLINE

It is the purpose of this policy to allow for an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board of Education to support them.

In-school discipline will only be offered at the discretion of the principal for offenses found in the Student Code of Conduct/Student Discipline Code.

The Superintendent is to establish administrative guidelines for the proper operation of such programs. As long as the in-school disciplinary alternatives are served entirely in the school setting, they will not require any notice, hearing or appeal rights.

R.C. 3313.66, 3313.661

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NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5610.03**

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EMERGENCY REMOVAL OF STUDENTS

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 school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities 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, as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable 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 Policy 5611 – Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be 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 misconduct is disposed of either by reinstatement, suspension or expulsion.

R.C. Chapter 2506, 3313.66, 3313.661, 3313.662

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5610.04**

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

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A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5610.05**

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

This policy shall be posted in a central location in each school building and will be available to students upon request.

R.C. 3313.664

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5611**

DUE PROCESS RIGHTS

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The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within seven (7) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. Board Treasurer;
 - c. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide

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the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

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

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within seven (7) calendar days after the date of the notice to suspend.

Appeal to the Court

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

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

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

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.

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R.C. 3313.20, 3313.66, 3313.661

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5630**

CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff as well as classified staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline by this Board and possibly charges of child abuse as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

R.C. 2919.22(B), 3313.20(B), 3319.41 (A)(B)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5722**

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education may sponsor student publications and productions as means by which students learn, under adult direction, the rights and responsibilities of public expression in a free society.

For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, or other like materials. "Productions" shall include theatrical performances as well as impromptu dramatic presentations.

Such publications and productions also play a vital role in the school program by:

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- A. interpreting students and the school to the community;
- B. serving as a public relations media;
- C. developing skills in communicating via the mass media;
- D. developing acceptable methods for preserving the constitutional provision of free speech.

2009

In sponsoring a student publication or production, the Board is mindful of the fact that it could be available to any student attending this school, and must, therefore, generally be suitable for all students.

Issues on which opposing points of view have been promulgated by responsible opinion may be introduced in a school-sponsored publication provided equal opportunity is given to present each view and provided further that the material generally is acceptable to this community.

Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations. Permission should be given by the principal.

The Board reserves the right to designate and prohibit the publications or productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

- A. are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
- B. libel any specific person or persons;
- C. seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view;
- D. advocate the use or advertise the availability of any substance or material which may reasonably be believed to:
 - 1. constitute a direct and substantial danger to the health of students;
 - 2. contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them;
 - 3. incite violence, advocate the use of force or urge the violation of law or school regulations.

The Board also prohibits publications and productions which:

- A. fail to identify the student or organization responsible for distribution;
- B. solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board;
- C. promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any election.

The decision as whether or not something is published or produced shall be made by the advisor with appeal to the principal and Superintendent.

R.C. 3313.20

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PREPARATION FOR VOTER REGISTRATION

The Board of Education believes that preparing students to assume the responsibilities which our democratic society places on each of its citizens is an important function of the schools. Supplying our high school students with all pertinent information regarding voter registration is one crucial means of meeting this goal.

Accordingly, the Superintendent, using such resources as the high school administration, faculty and student body, local officials, and others can provide, shall develop a nonpartisan, voter education program for the high school.

The administration of the high schools shall offer to all students who reach the age of majority, the opportunity to register as voters.

R.C. 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5725**

STUDENTS AS PRECINCT ELECTION OFFICIALS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;
- C. at least seventeen (17) years of age;
- D. enrolled in the senior year of high school.

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

R.C. 3501.22

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5730**

**EQUAL ACCESS FOR NONDISTRICT-SPONSORED,
STUDENT CLUBS AND ACTIVITIES**

The Board of Education will not permit the use of school facilities by nondistrict-sponsored student clubs and activities or District-sponsored, noncurriculum-related clubs and activities during instructional hours.

2009

During noninstructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for nondistrict-sponsored student clubs and activities to meet on school premises shall be made to the Superintendent, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity, sorority, or secret society. The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

R.C. 3313.75, 3313.76, 3313.77

20 U.S.C. 4071 et seq., Equal Access Act of 1984

42 U.S.C. 12101, et seq., Americans with Disabilities Act of 1990

42 U.S.C. 2000e, Civil Rights Act of 1964

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5751**

PARENTAL-MARRIED STATUS OF STUDENTS

No student, whether married or unmarried, who is otherwise eligible to attend school in the District shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board of Education reserves the right to require as a prerequisite for attendance in the regular classes of the schools and the co-curricular and extra-curricular programs of the schools that each pregnant student

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present to the Superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

R.C. 2151.85, 2505.073, 3321.01 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5771**

SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

2009

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20

U.S. Constitution, 4th Amendment

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5772**

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
18 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5780**

STUDENT/PARENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

2009

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supercede any rights under the Family Education Rights and Privacy Act.

R.C. 3109.01
20 U.S.C. 1232h

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5820**

STUDENT GOVERNMENT

The Board of Education acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools.

Students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.

The Board will recognize the Student Council as the official voice of the student body and for the purpose of:

- A. giving students practical experience in organizing, planning and, affecting outcomes;
- B. developing student leadership;
- C. providing a learning experience in democratic decision making;
- D. offering another avenue toward the realization of the goals of this District.

The Board shall appoint a qualified member of the faculty to serve as advisor to student government activities.

R.C. 3313.20

STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services.

The Board will permit student fund-raising in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Student fund-raising by approved school organizations, those whose funds are managed by the Treasurer, may be permitted in school by the principal. Student fund-raising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent.

Fund raising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the Superintendent's administrative guidelines.

These administrative guidelines should:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each student organization granted permission to solicit funds.

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R.C. 1716.02, 1716.03, 3313.811

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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5840**

STUDENT GROUPS

It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the Board, sponsored by school-approved personnel, composed of

members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5850**

SCHOOL SOCIAL EVENTS

The Board of Education recognizes the value of student social events in enhancing and enriching the school experience for the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of those social events within the school facilities which have been approved by the principal and for those social events which take place outside school facilities, which have been approved by the Superintendent.

As voluntary participants in school social events, students shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

The Superintendent shall develop administrative guidelines for the conduct of student social events which shall include the following:

- A. the designation of a staff member who shall be the Board employee responsible for the event;
- B. the provision of adequate chaperonage, adult supervision, or police protection as required by the circumstances of the event.

R.C. 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5855**

STUDENT ATTENDANCE AT SCHOOL EVENTS

Market Street School

5:00 p.m.

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The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

The Board will continue to provide adequate supervision for all students who are participants in District-sponsored events.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5880**

PUBLIC PERFORMANCES BY STUDENTS

The Board of Education recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events.

The Board endorses such performances when:

- A. they constitute a learning experience which contributes to the educational program;
- B. the circumstances of the event do not pose a threat to the health, safety, and well-being of the students who will be involved.

All requests for public performances by students require the approval of the principal.

The Superintendent shall develop administrative guidelines to implement this policy which include the requirement that parental permission is sought and received before students participate and that the interests of our students are to be protected and guarded against exploitation.

R.C. 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**STUDENTS
5895**

STUDENT EMPLOYMENT

The Board of Education believes that attendance at school should occupy a student's full attention and should take precedence over nonschool-related employment.

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If a student must work while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities.

The Superintendent shall prepare guidelines which will ensure:

- A. that student employment complies with Ohio laws.
- B. all students employed in out-of-school jobs are closely monitored by staff regarding school attendance and achievement in order to determine the effects on school performance of the student assuming out-of-school work commitments.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6000**

6000	FINANCES
6105	Authorization to Use Facsimile Signature
6110	Federal Funds
6140	Depository Agreements
6144	Investments
6145	Borrowing
6150	Tuition Income
6151	Bad Checks
6152	Student Fees, Fines, and Charges
6152.01	Waiver of School Fees for Instructional Materials
6210	Fiscal Planning
6220	Tax Budget Preparation
6230	Tax Budget Hearing
6231	Appropriations and Spending Plan
6232	Appropriations Implementation
6233	Recognition and Amenities for Participants at Meetings and/or Other Occasions
6320	Purchases
6350	Prohibition Against Contracting With a Person Against Whom an Unresolved Finding for Recovery Has Been Issued
6423	Use of Credit Cards
6440	Cooperative Purchasing
6450	Local Purchasing
6460	Vendor Relations
6470	Payment of Claims
6510	Payroll Authorization and Payroll Periods

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6520	Payroll Deductions
6600	Deposit of Public Funds: Cash Collection Points
6610	Student Activity Fund
6621	Change Fund
6661	Textbook and Instructional Materials Account
6662	Capital and Maintenance Account
6670	Trust and Agency Fund
6700	Fair Labor Standards Act (FLSA)
6830	Audit

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6105**

AUTHORIZATION TO USE FACSIMILE SIGNATURE

The Board of Education authorizes the Treasurer to prepare and utilize a facsimile signature, in lieu of his/her manual signature, and to affix such facsimile signature to any of the following instruments: checks; drafts; warrants; vouchers; or other instruments for the payment of money and necessary or desirable in connection with the withdrawal of Board funds for and on its behalf. The individual specified above may affix his/her manual or facsimile signature to the instruments identified so long as he/she continues to act as such officer/employee. The use of a facsimile signature is expressly approved by the Board. Said checks, drafts, warrants, vouchers, or other instruments for the payment of money may be drawn or relate to the accounts of the New Richmond Exempted Village School District with the various financial institutions (depositories/banks) with which the New Richmond Exempted Village School District conducts business.

The Board directs that the financial institutions (depositories/banks), with which the New Richmond Exempted Village School District does business, are authorized and requested to accept, honor, cash, pay or transfer, without limit as to the amount or without further inquiry, checks bearing the authorized signature(s) as provided by the immediately preceding paragraph whether tendered in payment of an individual obligation or deposited in the account of the New Richmond Exempted Village School District. The Treasurer is directed to provide written notice of the adoption of any facsimile signature to the depository from which funds are to be withdrawn, which notice shall include a description of the device to be used, a specimen of such facsimile signature, and a copy of this policy. Prior to use of the facsimile signature, the written approval of such depository must be obtained.

Facsimile signature is defined to include, but is not limited to, the reproduction of any authorized signature by a copper plate or by a photographic, photostatic, or mechanical device.

The actual facsimile signature should be maintained under the care, custody, and control of the Treasurer's Department and, as further precaution, all checks must be entered into the check register so that all numbers can be accounted for.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6110**

FEDERAL FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Therefore, it is the intent of the Board to study Federal legislation to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the District will be used in accordance with the applicable Federal law.

No Federal funds received by the Board shall be used to:

- A. develop or distribute materials, or operate programs or courses of instruction directed at youths, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;
- B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;
- C. provide sex education or HIV-prevention in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or
- D. operate a program of contraceptive distribution in schools.

Compliance Supplement for Single Audits of State and Local Governments
20 U.S.C. 7906

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6140**

DEPOSITORY AGREEMENTS

The Board of Education shall adopt a resolution every five (5) years designating those banks and other depositories of public funds in which the Treasurer may deposit interim funds of the District, and authorizing the Treasurer to enter agreements with said banks and other depositories on behalf of the Board. The Board shall also make interim changes if it is in the Board's best interest to appoint an additional depository or if one (1) or more of the designated depositories are found to be insolvent or operating in an unsound manner.

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R.C. 135.12

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6144**

INVESTMENTS

Board Policy

The finance committee hereby directs that the investing authority of this public entity shall reside with the "Treasurer" in accordance with this investment policy. This policy is designed to cover all monies under the control of the New Richmond Exempted Village Board of Education and those that comprise the core investment portfolio. Notwithstanding the policies detailed below, Chapter 135 of the Ohio Revised Code will be adhered to at all times.

Board Regulations

Objectives and Guidelines

- A. The primary objective shall be the preservation of capital and protection of principal while earning investment interest.
- B. In investing public funds, the Treasurer will strive to achieve a fair and safe average rate of return on the investment portfolio over the course of budgetary and economic cycles taking into account state law, safety considerations and cash flow requirements.
- C. The investment portfolio shall remain sufficiently liquid to enable the Treasurer to meet reasonable anticipated requirements.
- D. The investments portfolio should be diversified in order to avoid incurring potential losses regarding individual securities which may not be held to maturity, whether by erosion of market value or change in market conditions.
- E. Investments shall be made with the exercise of that degree of judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived.
- F. Bank account relationships will be managed in order to secure adequate services while minimizing costs. Deposits should be concentrated in single accounts except where audit control considerations dictate otherwise.

Authorized Financial Institutions and Dealers

U.S. Treasury and Agency securities purchased outright shall be purchased only through financial institutions or through "primary securities dealers" as designated by the Federal Reserve Board.

Repurchase Agreements shall be transacted only through banks with which the Treasurer has signed a Master Repurchase Agreement as required by O.R.C. Chapter 135.

Certificates of Deposit shall be transacted through commercial banks or savings and loans with FDIC or FSLIC coverage and qualify as eligible institutions under O.R.C. Chapter 135.

A list of authorized institutions and dealers shall be maintained with the investing authority. Additions and deletions to this list shall be made when deemed in the best interest of the investing authority.

Maturity

To the extent possible, the Treasurer will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Treasurer will not directly invest in securities maturing more than up to five (5) years from the date of purchase.

Derivatives

Investments in derivatives and in stripped principal or interest obligations of eligible obligations are strictly prohibited. A derivative means a financial instrument or contract or obligation whose value or return is based upon or linked to another asset or index or both, separate from the financial instrument, contract, or obligation itself. Additionally, any security, obligation, trust account, or instrument that is created from an obligation of a federal agency or instrumentality or is created from both is considered a derivative instrument.

Allowable investments

The Treasury may invest in any instrument or security authorized in O.R.C. Chapter 135 as amended.

Collateral

Public Asset deposits shall be collateralized pursuant to O.R.C. Chapter 135.

Reporting

The investing authority shall establish and maintain an inventory of all obligations and securities acquired by the investing authority. The inventory shall include the description of the security, type, cost, par value, maturity date, settlement date, and coupon rate. The investing authority shall produce a monthly portfolio report detailing the current inventory of all obligations and securities, and all transactions during the month, income received and investment expenses paid, and the names of any persons effecting transactions on behalf of the investment authority.

The Treasurer shall be responsible for maintaining records of all investments and deposits and preparing reports that summarize recent market conditions, economic conditions, economic developments, and anticipated investments.

Pursuant to O.R.C. Chapter 135, all brokers, dealers, and financial institutions initiating transactions with the investment authority by giving advice or making investment policy, or executing transactions initiated by the investment authority, must acknowledge their agreement to abide by the investment policy's content.

Market Street School

5:00 p.m.

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O.R.C. 135.01; 135.07; 135.14

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6145**

BORROWING

Upon the initiative of the Board of Education and as provided by the laws of the State of Ohio, including the Uniform Bond Law and the Ohio Constitution the Treasurer shall prepare the data and applications regarding the borrowing of State Aid Notes, Tax Anticipation Notes, and Bond Issues.

Bids shall be solicited for all short term loans which the Board has authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, as approved by the Board.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6150**

TUITION INCOME

The Board of Education shall assess tuition for attendance in District schools by students who are not entitled to receive a free public education in this District and whose enrollment has been approved by the Board.

Tuition rates shall be determined by the State. Rates will be available before the beginning of the school year or before the student's attendance commences. Charges shall be the maximum permitted by law.

The Treasurer shall be responsible for the assessment and collection of tuition. Tuition billing may be assessed daily in advance of the period for which the billing is made.

When payment of tuition by a parent is more than thirty (30) days overdue, services may be terminated.

R.C. 3313.211, 3313.64, 3317.08, 3323.142, 3327.06

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6151**

BAD CHECKS

Market Street School

5:00 p.m.

January 20, 2009

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Treasurer shall provide an opportunity for the payor to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within fifteen (15) days or the monies do not appear to be collectable, the Board of Education authorizes the Treasurer to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the student and/or the parents.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6152**

STUDENT FEES, FINES, AND CHARGES

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.

Fees

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

"School fees" include, but are not limited to, the following:

- A. all charges for required workbooks and instructional materials
- B. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
- C. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
- D. charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
- E. charges for supplies required for a particular class or for gym uniforms

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer with an accurate accounting of all transactions.

Fines

Market Street School

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When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

In cases of vandalism, other legal implications apply. Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents and or child to perform community service for the District instead of repayment of the damages.

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

Any fees, fines, and/or other charges collected by members of the staff shall be turned in to the Treasurer the day of collection. If this is not possible, the monies must be placed in a night deposit box on the day of collection.

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer to take the student and/or his/her parents to Small Claims Court for collection.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

R.C. 3313.642, 9.38

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6152.01**

WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS

The New Richmond Exempted Village School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

Eligibility Standards

Students eligible for a waiver of school fees include, but are not limited to, the following:

- A. Students who qualify for aide under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- B. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage with the approval of the Superintendent.

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Notification to Parents

- A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.
- B. The first bill or notice sent to parents or guardians who owe fees shall state:
 - 1. The District will waive fees for persons unable to afford them in accordance with its policy.
 - 2. The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

Procedures for Resolution of Disputes

- A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:

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1. name(s) of student(s)
2. name of parent(s) or guardian(s)
3. address of parent(s) or guardian(s)
4. phone number of parent(s) or guardian(s)
5. school where child(ren) attend(s)
6. reason for request for waiver of fees

The Superintendent shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.

- B. No fee shall be collected from any parent(s) or guardian who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian have been notified of the decision.
- C. If the Superintendent denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian within fifteen (15) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian of the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement informing the parent(s) or guardian that reapplication may be made for a waiver any time during the school year, if circumstances change. The decision of the Superintendent is final.

Nondiscrimination

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials or pay required fees and those whose parents can.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6210**

FISCAL PLANNING

The Board of Education shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the School District and to plan for the financial needs of the educational program. The Board will strive toward maintaining both short and long range projections of District financial requirements.

Accordingly, the Board directs the Superintendent and Treasurer to:

- A. include cost estimates in all ongoing financial requirements;
- B. maintain a plan of anticipated local, State, and Federal revenues;
- C. report to the Board any serious financial implications that emerge from the District's ongoing fiscal planning.

In addition, the Board directs the Superintendent and Treasurer to maintain annually a detailed five (5) year projection of estimated revenues and expenditures, as required by Policy 6231.

R.C. 9.34, 5705.28, 5705.30, 5705.391

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6220**

TAX BUDGET PREPARATION

The District's operation and educational plan is reflected in its budgets. Each year, the Board of Education will cause to have prepared and then review the General Fund as well as the other funds which comprise the tax budget.

The Treasurer may include in the budget a Budget Reserve Fund. The amount of the reserve shall be stipulated by Board resolution.

The Board directs the Treasurer to present the tax budget to the Board prior to January 15th of each year. When presented to the Board for review and/or adoption, the tax budget shall indicate the information required by the State Auditor's Office.

With an affirmative vote of the majority of the County Budget Commission, including the County Auditor, the requirement that the Board of Education adopt a tax-budget may be waived. Therefore, the Board directs the Treasurer to prepare the tax budget in compliance with the requirements of the Clermont County Auditor, the Ohio Revised Code, and the State Auditor's Office.

R.C. 5705.13, 5705.28(A)(1), 5705.281, 5705.29, 5705.30

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6230**

TAX BUDGET HEARING

The annual tax budget adopted by the Board of Education represents the Board's position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed

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by the Board to present and explain that position to all interested parties. The public budget hearing will be conducted in accordance with law.

The budget approved by this Board shall be in the form prescribed by the Bureau of Inspection and Supervision of Public Offices or the County Auditor and shall be made available in the office of the Treasurer for public inspection at least ten (10) days prior to its adoption and at the places required by law.

The final adoption of the proposed tax budget shall be made by the Board after completion of the public hearing. The Treasurer is authorized to sign and submit the tax budget to the County Auditor prior to January 20th.

R.C. 9.34, 3315.07, 5705.08, 5705.30

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6231**

APPROPRIATIONS AND SPENDING PLAN

The annual appropriation measure shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board of Education.

The Board may establish a Board Service Fund which shall not exceed the greater of \$2.00 per enrolled student or \$20,000. The Board Service Fund shall be set aside from the General Fund, on an annual basis, by resolution of the Board and shall be used to pay expenses actually incurred by Board members in the performance of their official duties. Such fund may also be used to pay for the expenses actually incurred by newly elected Board members relative to training and orientation to the performance of their duties prior to taking office. Appropriations from this fund shall not exceed the sum specified by R.C. 3315.15 in any one school year.

An annual appropriations resolution shall be developed, approved, and filed according to statute and the requirements of the Auditor of the State of Ohio.

The Board shall adopt as part of its annual appropriation measure a spending plan (also known as The Five (5) Year Forecast), or in the case of an amendment or supplement to an appropriation measure, an amended spending plan setting forth a five (5) year projection of revenue and expenditures of the General, Emergency, DPIA and any Debt Service related to the General Fund. A copy of the annual appropriation measure and any amendment or supplement to it and the spending plan or amended plan shall be submitted to the Superintendent of Public Instruction and shall set forth all revenues available for appropriation by the District during such year and their sources; the nature and amount of expenses to be incurred during the year; the outstanding and unpaid expenses on the date the measure, amendment, or supplement is adopted; the dates by which such expenses must be paid; and any other information the Superintendent requires.

The plan or amended plan shall be presented in such detail and form as the Superintendent of Public Instruction prescribes.

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R.C. 3313.15, 3316.031, 5705.13, 5705.29, 5705.36, 5705.38(B), 5705.391

R.C. 5705.41, 5705.412, 5705.45

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6232**

APPROPRIATIONS IMPLEMENTATION

The Board of Education places the responsibility of administering the appropriations, once adopted, with the Superintendent. S/He shall consult with the Treasurer when major purchases are considered, and they shall keep the Board informed as to problems or concerns as the appropriations are being implemented.

The Superintendent shall be authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the appropriations, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the appropriations and overall financial condition of the District.

If, during the fiscal year, it appears to the Treasurer that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the Treasurer shall present to the Board recommended amendments to the General Appropriations Act that will prevent expenditures from exceeding revenues. Such recommendations shall be in accordance with requirements of the law and provisions of negotiated agreements.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6233**

**RECOGNITION AND AMENITIES FOR PARTICIPANTS AT
MEETINGS AND/OR OTHER OCCASIONS**

The purpose of this policy is to permit the Board of Education to honor its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board of Education recognizes the value in providing meals, refreshments, and/or other amenities for staff, students, citizens, advisory groups who participate in meetings and staff development sessions, or on other occasions as deemed appropriate by the administration.

The Board wishes to also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognitions and authorizes administrators to purchase meals, refreshments, and/or other

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amenities to further the interests of the District and to be reimbursed for such purchases if they are initially made with the administrators' personal funds.

The Board hereby affirms that the expenses incurred as listed above do serve a valid and proper public purpose. However, under no circumstances will public funds be expended for the purchase of alcoholic

beverages. The Board believes that the "public purpose" served is the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers, as well as furthering other legitimate interests.

The Board further directs the Treasurer to include funds in the annual appropriations not to exceed \$20,000 for the purchase of such amenities or to reimburse staff who incur such expenses if purchased in connection with meetings, staff development sessions, or other occasions deemed appropriate by the administration.

The funds shall be made available from the General Fund.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6320**

PURCHASES

Quotations and Bids

It is the policy of the Board of Education that the Superintendent seek at least three (3) price quotations on purchases of more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District or when the item is subject to formal bid.

When the purchase of, and contract for, single items of supplies, materials, or equipment amounts to \$25,000 or more, and when the Board determines to build, repair, enlarge, improve, or demolish a school building the cost of which will exceed \$25,000, the Treasurer shall obtain competitive bids.

In accordance with statute, the Board may elect to forego the bidding for contracts in any of the following situations:

- A. the acquisition of educational materials used in teaching
- B. if the Board determines and declares by resolution adopted by two-thirds (2/3's) of its members that any item is available and can be acquired only from a single source
- C. if the Board declares by resolution adopted by two-thirds (2/3's) of its members that the installation, modification, and/or remodeling subject to contracting is involved in an energy conservation measure undertaken through an installment payment contract under R.C. 3313.372 or pursuant to R.C. 133.06(G)
- D. the acquisition of computer software and/or computer hardware for instructional purposes

The Superintendent shall ensure that the specifications for any public improvement project for which bids are solicited do not require any bidder to:

- A. enter into agreements with labor organizations on said public improvement; or
- B. enter into an agreement that requires its employees to become members of or pay fees or dues to a labor organization as a condition of employment or continued employment.

Bids shall be sealed and shall be opened by the Treasurer in the presence of at least one (1) witness.

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Soliciting of Bids

The Board, by resolution, may award a bid to the lowest responsive and responsible bidder. For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

- A. the experience (type of product or service being purchased, etc.) of the bidder;
- B. the financial condition;
- C. the conduct and performance on previous contracts (with the District or other agencies);
- D. the bidder's facilities;
- E. management skills;
- F. the ability to execute the contract properly;
- G. a signed affidavit ensuring that neither the bidder nor any sub-contractor has entered into an agreement with any labor organization regarding the public improvement project.

Awarding of Bids

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible and responsive bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail. The bidder may protest the award of a bid within five (5) days of the notification and the Board shall meet with the protesting bidder and then reaffirm or reverse its decision.

Limitations

All purchases that are within the amount contained in the fund of the appropriation may be made upon authorization of the Superintendent.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

Then and Now Certificate

If the Treasurer can certify that both at the time of the purchase and at the time of certification, sufficient funds were available or in the process of collection, to the credit of the respective fund, properly appropriated and free from previous encumbrance, the expenditure may be authorized. The Board may approve such payment within thirty (30) days from receipt of such certificate.

Amounts of less than \$3,000 may be paid by the Treasurer upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful.

"Blanket" Certificates

The Treasurer may issue "blanket" purchase orders (certificates) for a sum not exceeding an amount established by resolution of the Board against any specific line item account over a period of time, not to extend beyond the end of the fiscal year in which it is issued. Only one (1) "blanket" purchase order (certificate) may be outstanding at any one (1) particular time for any one (1) particular line item appropriation.

A completed DMA form with no positive indications that material assistance has been provided to a terrorist organization is required of each private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.

A private person or entity with whom the Board enters into frequent contracts may apply for pre-certification. Pre-certification is specific to the District and is effective for one (1) year at time.

Contracts for Development and Improvement of Facilities

All contemplated contracts for professional design services such as from an architect or for construction management shall be in accordance with R.C. 9.33, 9.333, and 153.54 et seq.

Lease-Purchase Agreements

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of not more than thirty (30) one-year renewable lease terms, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

Purchases from the State

In accordance with State law (R.C. 4115.31 et seq.), the Superintendent shall purchase products and services which are available from the Ohio Industries for the Handicapped (OIH) when such products or services are needed by the District. The Superintendent is to maintain the current catalog provided by OIH and inform all District personnel who may be purchasing products or services of the catalog's current listings.

Requirements

Before the Treasurer places a purchase order, s/he shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

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- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Superintendent or Treasurer may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

Employees may be held personally responsible for anything purchased without a properly-signed purchase order or authorization from the Superintendent and/or Treasurer.

The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Reverse Auctions

It is the policy of the Board to permit the use of a reverse auction to purchase services and supplies whenever it is determined that the reverse auction process will be advantageous to the District (e.g., result in a cost savings to the District). To that end, vendors may submit proposals when competing to sell services and/or supplies in an open environment via the Internet. While the reverse auction process may be used to purchase supplies such as equipment, materials, tangible assets and insurance, the process may not be used to purchase real property or interests in real property. The process may also be used to purchase services such as the furnishing of labor, time, or effort by a person, provided such services do not involve the delivery of a specific end product other than a report, and are not being furnished in connection with an employment agreement or collective bargaining agreement.

The Board will provide notice of the request for proposals and award contracts in accordance with the Superintendent's administrative guidelines. When competitive sealed bidding and/or competitive sealed proposals for the purchase of services or supplies are required by law, purchases made by reverse auction will satisfy such legal requirement.

R.C. 9.25, 9.30, 9.31, 9.311, 9.312, 9.314, 153.12, 153.54, 2909.33, 3313.37

R.C. 3313.375, 3313.46, 4115.32 et. seq., 4116.02, 4116.03, 5705.41, 5705.45

Market Street School 5:00 p.m. January 20, 2009
**PROHIBITION AGAINST CONTRACTING WITH A PERSON AGAINST WHOM
AN UNRESOLVED FINDING FOR RECOVERY HAS BEEN ISSUED**

The Board of Education shall not award a contract for goods, services or construction, which is paid in whole or in part with public funds, to a person against whom a finding for recovery has been issued by the Auditor of State on or after January 1, 2001, if the finding for recovery is unresolved.

Findings for Recovery

A finding for recovery is a determination by the Auditor of State that public money has been illegally expended, public money has been collected but not been accounted for, public money is due but has not been collected, or public property has been converted or misappropriated. A finding for recovery is unresolved unless:

- A. the money identified in the finding for recovery is paid in full to the State agency or political subdivision to whom the money was owed;

- B. the debtor has entered into a repayment plan that is approved by the Attorney General and the State agency or political subdivision to whom the money identified in the finding for recovery is owned;
- C. the Attorney General waives a repayment plan described in (B.) for good cause;
- D. the debtor and State agency or political subdivision to whom the money identified in the finding for recovery is owed have agreed to a payment plan established through an enforceable settlement agreement;
- E. the State agency or political subdivision desiring to enter into a contract with a debtor certifies, and the attorney general concurs, that all of the following are true:
 - 1. essential services that the State agency or political subdivision is seeking to obtain from the debtor cannot be provided by any other person besides the debtor;
 - 2. awarding a contract to the debtor for the essential services described above is in the best interest of the State;
 - 3. good faith efforts have been made to collect the money identified in the finding for recovery;
- F. the debtor has commenced an action to contest the finding for recovery and a final determination on the action has not yet been reached.

Verifying Status Regarding Findings for Recovery

Prior to the Board awarding a contract for goods, services, or construction, paid in part or in whole with public funds, the Treasurer, as the Board's designee, must verify that the person or entity to whom the contract is to be awarded does not appear in the database maintained by the Auditor of State, listing those with findings for recovery against them. The Treasurer must then print a certification page from the database, documenting that the person or entity is not subject to an unresolved finding for recovery, and keep this certification on file or the vendors must complete and sign an affidavit detailing no findings for recovery.

Contracts Not Applicable

This policy does not apply to contracts that meet the following criteria:

- A. The cost for the goods, services, or construction under the contract is estimated to cost less than \$25,000; or
- B. the aggregate cost for the goods, services, or construction under multiple contracts entered into within the fiscal year preceding the fiscal year within which the contract is being entered into by the same parties is estimated to cost less than \$50,000.

The policy may apply to a contract renewal of a contract previously entered into and renewed pursuant to that preceding contract as long as it is not exempt because of the contract amount.

The policy does not apply to contracts with bonding companies or insurance companies, unless a court has entered a final judgment against the company and the company has not yet satisfied the final judgment.

Market Street School
The policy does not apply to employment contracts.

5:00 p.m.

January 20, 2009

<http://www.auditor.state.oh.us/WhatsNew/FFR/>

R.C. 9.24

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6423**

USE OF CREDIT CARDS

The Board of Education 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.

- A. All credit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities, and may not be used for any personal expenses.
- B. Credit cards may be used for District-related transportation reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff.
- C. If monies are budgeted and deposited with the Treasurer, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
- D. 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.
- E. Tips are not permitted to be paid with credit cards.
- F. The Treasurer keeps a record of all credit card use.
- G. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five (5) business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five (5) business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases which will be collected through payroll deduction.

Credit cards may be used for the following purposes:

- A. School business travel, meetings, lodging and meals for out of District meetings or seminars are subject to the reimbursement limits established by the Board.
- B. Gratuities are permissible only when card use is for group purchases and the tip is a mandatory gratuity and automatically added to the bill.
- C. Purchases from vendors that require a credit card as form of payment do not supercede the requirement of pre-approval of a purchase order for the purchase. The use of the

Market Street School

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Board's credit card for electronic commerce must be pre-approved by the submission of a purchase order prior to purchase and the order will be placed by the Treasurer's office.

- D. The use of the Board's credit card over the Internet must be safeguarded at all times. All vendors must be pre-approved 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. All Internet purchases must be placed by the Treasurer's office.

The person using the credit card should take along the appropriate tax-exempt form so that sales tax is not charged for out of state purchases. If the use of a tax-exempt form is not possible, the expenditure is allowed.

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 for whom meals were provided and the purpose of the meeting.

The use of the Board's credit card is prohibited for the following items:

- A. the purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attend a District business function;
- B. payment of any fines, penalties, or personal liabilities incurred by the administrator or anyone else;
- C. alcoholic beverages or tobacco;
- D. fuel for use in a personal vehicle;
- E. entertainment expenses, including pay-per-view movie charges; and/or
- F. cash advances.

Persons using a Board's credit card for personal, non-authorized 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 Board credit card does not supercede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board of Education.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6440**

COOPERATIVE PURCHASING

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek

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advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Superintendent to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

A completed DMA form with no positive indications that material assistance has been provided to a terrorist organization is required of each person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.

A private person or entity with whom the Board enters into frequent contracts may apply for pre-certification. Pre-certification is specific to the District and is effective for one (1) year at time.

R.C. 125.04, 167.01 et seq., 2909.33, 3313.812

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6450**

LOCAL PURCHASING

The Board of Education recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

The Board authorizes the Superintendent to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when their quotation is competitive, freight charges are a factor, maintenance service may be required, and promptness of delivery is a consideration provided that all statutes pertaining to public purchasing are duly observed.

A completed DMA form with no positive indications that material assistance has been provided to a terrorist organization is required of each private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.

A private person or entity with whom the Board enters into frequent contracts may apply for pre-certification. Pre-certification is specific to the District and is effective for one (1) year at time.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6460**

VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which s/he is the author and which has been properly approved for use in the schools of this District.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases, shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

In accordance with State law and Policy 4121 and Policy 8142, a criminal background check is required of any non-teaching employee, including individuals employed by a private company/vendor under contract with the Board to provide essential school services who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody or control of a child.

A completed DMA form with no positive indications that material assistance has been provided to a terrorist organization is required of each private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.

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A private person or entity with whom the Board enters into frequent contracts may apply for pre-certification. Pre-certification is specific to the District and is effective for one (1) year at time.

R.C. 2909.33, 3319.391, 3319.392
Auditor's Bulletin 2000-006

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6470**

PAYMENT OF CLAIMS

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the School District.

Each bill or obligation of this Board must be fully itemized, and verified before a voucher can be drawn for its payment.

When an invoice is received, the Treasurer shall verify that a voucher is properly submitted and that the amount of the invoice is correct.

The originator of the purchase order shall verify that acceptable goods were received or satisfactory services were rendered and the date of receipt.

R.C. 9.11 et seq., 153.13
A.C. 117-2-17

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6510**

PAYROLL AUTHORIZATION AND PAYROLL PERIODS

The most substantial payment of public funds for the operation of the School District is that which is made to the employees of the Board of Education for services rendered. To ensure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual, the position title, and the compensation to be paid as prescribed in a negotiated, collective-bargained agreement, or determined by a wage guideline, and the effective date of employment.

Market Street School 5:00 p.m. January 20, 2009
Each two (2) week pay period shall begin on Saturday, 12:01 a.m. and continue two (2) weeks hence, ending on Friday at midnight. Paychecks will reflect salary earned during the pay period ending two (2) weeks prior to each payday.

R.C. 9.40, 3319.36

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6520**

PAYROLL DEDUCTIONS

To the extent permitted by law and consistent with the specific provisions of any applicable negotiated agreement, the Board of Education authorizes deductions to be made from an employee's paycheck upon proper authorization on the appropriate form for the following purposes:

- A. Federal and State income tax
- B. Social Security or retirement contribution
- C. municipal income tax
- D. school district income tax
- E. School Employees Retirement System
- F. State Teachers Retirement System
- G. Section 125 deductions (cafeteria plans)
- H. in a chartered credit union
- I. contributions to charitable and not-for-profit corporations and community fund organizations
- J. payment of dues to labor or other organizations
- K. payment of group insurance premiums
- L. payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
- M. 457 or 403 Deferred Compensation Plans
- N. repayment of improper credit card use

The Board will make provisions for staff members to voluntarily participate in a tax-sheltered annuity and/or deferred compensation plan under the following guidelines, which were adopted solely for the operating convenience of the Board and not for the purpose of establishing a plan or otherwise to grant employees rights in addition to those provided under State or Federal Law.

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- A. The company(s) offering the annuities, deferred comp, or the custodial accounts must be approved and licensed to do business in the State of Ohio for the purpose of providing such benefits under IRC Section 403, 457, 401A, Public Law 87-370 or any equivalent income tax law.
- B. Any company or custodian seeking to procure business in the school district must file a formal request with the Office of the Treasurer. The request shall include:
 - 1. Certification that the company or custodian has been approved by the Commissioner of Insurance for the State of Ohio;

2. Certification that any such company or custodian and soliciting agent thereof agrees to comply with all the administrative rules and procedures issued by the Board;
 3. Certification that such company or custodian has a minimum number of at least five (5) employees or one percent (1%) of the total number of employees (whichever is greater) not to exceed fifty (50) employees. When the number of annuities falls below this participation level, additional annuity contracts will not be accepted until the total number of annuities is returned to five (5) or one percent (1%) of the total employees whichever is greater;
 4. Newly hired employees who were actively participating in a 403(b) or a 457 plan through their previous employer will be able to establish a billing with that company or custodian. But said company/custodian must abide by B(3) above as well as all other rules herein if they desire to procure additional business in the school district.
- C. The company or custodian must indemnify the Board of Education through a Hold Harmless Agreement as provided by the Board. The company/custodian shall abide by all Board policies and procedures as well as all Internal Revenue codes relative to and consistent with Code Sections 403 and 457 (e.g., minimum distributions and excessive: contributions).
- D. The following documents must be properly completed and filed with the Board Office of the Treasurer thirty (30) days prior to the effective date:
1. Certification of the Company or custodian as required in Paragraph 2(a)(b)(c) hereof;
 2. The salary reduction agreement in duplicate. Said agreement shall be provided by the Board. The effective date shall be the first of the month;
 3. The company or custodian must provide a maximum exclusion allowance calculated on all salary reduction agreements entered into by the parties which includes the employee, employer and the company/custodian. The company/custodian shall agree to be responsible for all costs, expenses, fees, and damages incurred by the Board and/or participate in connection with the implementation and administration of the plan by reason of a challenge to the maximum exclusion allowance computed for any participant of the Plan as a result of the companies or custodians negligence;
 4. Any company/custodian accepting a transfer or rollover of funds shall be required to abide by paragraph D(3);
 5. The employer will assist the company/custodian in providing STRS and SERS information as well as any Section 125 information needed as well as the employee's years of service with current employer. In addition, the school district will provide the company/custodian the amount of the salary reduction currently in force as well as the type of deduction 403(b), 403(b) with incidental life insurance protection and/or a 457 deferred compensation plan.

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- E. Premiums or contributions will be limited to not less than five dollars (\$5.00) per pay period. Contributions over this amount shall be in even dollars per pay period.
 - 1. No partial contribution or premium payment will be made if for any reason the contribution or premium payment is not available at salary reduction time to transmit to the company/custodian when due, the employee will be notified.
 - 2. The employee is personally responsible for any additional changes such as loan repayment, and interest as a result of executing any contractual agreement. It is the responsibility of the company/custodian to advise the Board Treasurer regarding failure of repayment for tax reporting purposes. Although it is still the responsibility of the company/custodian to issue all applicable 1099's.
- F. In the case of any contract providing incidental life insurance, the insurance company shall furnish the employer and employee with notification of such an arrangement. The company shall also furnish the employer the guaranteed monthly retirement benefit at the employee's normal retirement age as well as the amount of the incidental life insurance protection elected by the employee. In addition, the company will furnish the employer at the end of each calendar year with a statement of the cost of this insurance for Internal Revenue purposes. This statement must be provided to the employer not later than December 27th of each year; whereas, the employer can prepare employee W-2's and all other applicable reports.
- G. An annuity change requires the completion of a salary reduction agreement. It is understood that an employee may enter into more than one salary reduction agreement with the employer each tax year, so long as such change conforms to Internal Revenue Code and all other applicable law.
- H. A salary reduction agreement may be made by written request at any time during the year.
- I. A salary reduction agreement may be discounted by the employee provided that no less than fifteen (15) days notice has been given to the employer. The employee may be permitted to enter into a new salary reduction agreement in the same year provided they meet the requirements of G and H above.
- J. The Board may restrict or limit contributions on behalf of employees to the extent that the total contribution for an employee would exceed the applicable IRC 402, 403, 415 or 457 limits, any subsequent Federal regulations or determination that would otherwise subject the salary reduction to income tax.
- K. It is understood that employee contributions exceeding the IRC limits would be currently treated as income and may be subject to additional taxes, interest, and penalties. It is the intent of the Board of Education to instruct the companies/ custodians as well as the employees of the Board to act in a prudent manner in all salary reduction agreements.
- L. The Treasurer will certify that no other salary reduction agreements have been made during any applicable tax year that would be in conflict with I.R.C regulations for purposes of 403 and/or 457 reductions.
- M. The Treasurer shall be authorized to sign and execute on behalf of the Board all documents necessary to effect said purchase and indemnify the Board.

- N. The Board of Education shall assume no liability in connection with the purchase or subsequent investments of any such contracts. The Board does not endorse any one (1) plan.
- O. The Board may assess against the company/custodian processing fees for administration costs incurred from operating the annuity/deferred comp salary reduction agreements and subsequent deductions forwarded to the company/custodian. This processing fee shall be six dollars (\$6.00) annually per participating employee. The Board of Education shall also charge a one-time administration fee of one hundred dollars (\$100.00) from each new company added to the plan. The processing fee shall be effective on January 1, 1998 and each company/custodian shall be billed appropriately on each February 1st thereafter. The company/custodian shall remit the amount within thirty (30) days of the date of billing.
- P. The Board has entered into an agreement with Annuity Compliance Specialists, Ltd. to review our current plan, and to administer our compliance program on an annual basis. Therefore, it is understood that Annuity Compliance Specialists, Ltd. or the Board will communicate the Board's policy and procedures and secure the hold harmless agreements from the companies and custodians as per our agreement with Annuity Compliance Specialists, Ltd.

In cases when a teacher is absent from duty and there is no sick leave applicable, or when the absence is unauthorized, the salary deduction for each day of unauthorized absence will be based on the current salary divided by the number of employee workdays in the official school calendar as adopted by the Board. In no case will the salary of the substitute be deducted or will a teacher be allowed to employ and pay for the substitute.

When a specialized employee is absent from duty and there is no sick leave applicable, or the absence is unauthorized, salary deduction for absence will be made on a per diem basis in accordance with the required work year for that particular job classification.

R.C. §§9.41 - 9.43; 4.45: 9.40; 9.81; 9.90; 145.37; 148.04; 3307.51; 3315.08;
R.C. 3917.04

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6600**

**DEPOSIT OF PUBLIC FUNDS:
CASH COLLECTION POINTS**

Monies received at cash collection points throughout the District must be deposited in accordance with this policy. Cash collection points are any areas within a school where money flows into the District. Currently identified cash collection points are admission fees to athletic events, lunchroom sales, classroom fees, student activities/fundraisers, and miscellaneous money coming through the Treasurer's Office such as grants, interest, donations, sale of fixed assets, and taxes.

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Persons who receive monies at cash collection points in the District are required to deposit all monies received with the Treasurer within twenty-four (24) hours after the day of receipt. If this is not possible it must be placed in a night deposit the day of collection. Persons who receive money at cash collection points are responsible for its safekeeping until the money is deposited with the Treasurer or placed in the night deposit. The Treasurer is directed to develop, distribute, and implement procedures addressing the provision of receipts (where applicable) to the payee(s), and proper segregation of duties for the receipting, depositing, recording, and reporting of cash. These procedures should be particularized to each cash collection point and should include flowcharts as appropriate. The procedures should further address the need for completion of timely bank reconciliations so that "unreconciled differences" can be identified and resolved.

R.C. 9.38

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6610**

STUDENT ACTIVITY FUND

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate co-curricular and extracurricular activities of the student body organization. These controls will be in compliance with the State Auditor's Circular.

A student account will be established if the student activity program is one of the programs adopted by the State Department of Education as authorized by Section 3315.062 of the Revised Code. Existing programs will be continued from one year to another as long as the program remains on the State Department's authorized list and a proper activity budget has been completed.

The principal will identify the teacher/sponsor and recommend that person to the Superintendent to be approved by the Board of Education as being the person legally responsible for a student activity account. This person will be known as the teacher/sponsor and will sign the activity budget. The teacher/sponsor will be responsible for all monies that are deposited to the student activity account, any merchandise purchased for fund raising, and shall ensure that expenditures are within the approved budget. The teacher/sponsor will be bonded and the cost of the bond will be paid by the Board.

Each sponsor will establish an activity budget annually, and may involve individual student officers or other staff members if so desired. This budget will show the purpose of the activity account, the anticipated revenue sources, and the estimated expenditures. This document will become a part of the budget and appropriations that the Treasurer files with the county auditor. The activity budget can be revised as necessary during the school year. The Treasurer will approve these budgets annually and submit a list of all activity accounts, active for the next fiscal year, to the Board at its July meeting.

All student activity programs will follow the "Guidelines to Student Activity Fund Accounting," Circular AUD-0019. The Treasurer will have the authority to enforce the guidelines of Circular 81-9 to see that the required internal control procedures are followed, and to see that the activity accounts are handled with sound fiscal management.

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Any dormant account, being defined as an activity account that has had no activity for a period of one (1) year, will become the property of the Board and the account balance will be transferred to the general fund.

Market Street School 5:00 p.m. January 20,
2009

Outside Organizations

The Board will recognize outside organizations as follows:

- A. Athletic Boosters
- B. PTO Council(s)
- C. Board Boosters
- D. Alumni

The above outside organizations are adult groups organized solely for the support of school programs and have permission to use school facilities for their meetings and activities as long as they comply with all Board of Education policies. In addition, these groups will request permission of the Principal to seek student involvement in group fund raising.

At all times, student involvement is optional and cannot be used to determine students' organizational or academic rating.

The money raised by these organizations will not be considered public money, unless the organization makes a donation to a particular school or activity account. These donations shall be reflected as anticipated revenue in the budgets of the individual activity account.

The organizations shall make financial and activity reports to the Board or his/her designee at the end of the first semester and the end of the school year.

R.C. 3313.20, 3313.51, 3313.53, 3313.811, 3315.01, 3315.062, 3317.024

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6621**

CHANGE FUND

The Board of Education recognizes the convenience of a change fund in the day-to-day operation of the School District.

The Board authorizes the establishment of a change fund to be in the care of the designated administrator, who shall be responsible for providing change as needed.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6661**

TEXTBOOK AND INSTRUCTIONAL MATERIALS ACCOUNT

Textbook and Instructional Materials Fund

Market Street School

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The Board of Education maintains Textbook and Instructional Materials Funds. These funds are accounted for within the District's general fund and are as follows:

Technology	Fund #001-9001
New Richmond High School	Fund #001-9002
New Richmond Middle School	Fund #041-9003
New Richmond Elementary	Fund #001-9004
Monroe Elementary	Fund #001-9006
Locust Corner Elementary	Fund #001-9007
District Curriculum Budget	Fund #001-9009

These funds of the New Richmond Exempted Village School District, Clermont County, Ohio, are to be used for the purpose of purchasing textbooks and materials to be used at the building level in accordance with the following:

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- A. As used in this rule, "textbooks and instructional materials" means textbooks, instructional materials, instructional supplies, and instructional software and equipment as those terms are defined in this rule.
1. "Textbooks" mean educational material, the publisher of which is registered with the State Department of Education. "Textbooks" includes textbooks purchased under Section 3329.08 of the Revised Code but excludes supplemental reading materials, library books, and reference materials.
 2. "Instructional materials" means supplemental reading materials, library books and reference materials if made available to students as part of the instructional program or as a supplement to the instructional program.
 3. "Instructional supplies" means items of an educational and expendable nature that are consumed, deteriorated through use, or lose their identity through fabrication or incorporation into different or more complex units and substances.
 4. "Instructional software" means computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line service, electronic medium, or other electronic means of contributing to the learning process. "Instructional software" includes computer operating systems, networking operating systems, applications and licenses used to advance the instructional environment but excludes expenditures for renovations to install computers.
 5. "Equipment" means the tangible items of an educational nature that are not meant for consumption and have an expected life of at least one (1) year. "Equipment" includes, but is not limited to, computer hardware, computer maintenance, audiovisual equipment, laboratory equipment, blackboards, desks, and other comparable instructional aids used as part of an instructional program. "Equipment" does not include buildings, machinery, and vehicles except when the machinery and vehicles are used as part of an instructional program.
- B. The calculation for the annual set-aside for textbooks and instructional materials has been changed effective July 1, 2001. The annual set-aside for textbooks and instructional materials will be an amount that is equal to three percent (3%) of the formula amount for

the preceding fiscal year multiplied by the district's population for the preceding fiscal year. The formula amount is defined in Section 2217.02 R.C. as the base cost per pupil. For fiscal year 2000 the base cost per pupil was \$4,052; for 2001 it was \$4,294. Student population is defined as the average, daily, full-time equivalent number of students in kindergarten through twelfth grade receiving any educational services from the school district during the first full week in October, excluding students enrolled in adult education classes, but including all of the following:

1. Adjacent or other district students enrolled in the district under an open enrollment policy;
2. Students receiving services in the District pursuant to a compact, cooperative education agreement, or a contract, but who are entitled to attend school in another district;
3. Students for whom tuition is payable.

The Ohio Department of Education will determine each District's student population using data reported to it for due applicable fiscal year. If the School District deposits (or spends) monies into the textbook and instructional material set-aside in excess of the required deposit for that year, the Board may deduct the excess amount of money from the required deposit in future fiscal years.

- C. The amount set-aside for textbooks and instructional materials shall be accounted for within the School District's general fund using a reasonable accounting method. The School District shall appropriate from the amount set aside for textbook and instructional materials and maintain appropriate accounting records for amounts expended.
- D. As part of each school district's annual financial report, the School District shall prepare a supplemental schedule pursuant to reporting procedures prescribed by the Auditor of State to demonstrate compliance with this rule. The supplemental schedule shall include the following:
 1. the balance of the set-aside carried forward from the previous fiscal year;
 2. calculation of the current year set-aside;
 3. qualifying expenditures;
 4. the balance of the set-aside carried forward to the subsequent fiscal year,
- E. Restricted receipts including, but not limited to, School Net or School Net Plus funding received and specific State and Federal grants may not be used to meet the amount required to be set aside for textbooks and instructional materials.
- F. The monies set aside as required by division (A) of Section 3315.17 of the Revised Code shall be used solely for textbooks, instructional materials, instructional supplies, instructional software and equipment directly associated with the instruction of students. Uses not directly associated with the instruction of students include, but are not limited to, labor costs of employees, purchased services (other than computer maintenance), costs associated with maintenance of the facilities or items used for administrative purposes. The school district must have a procedure for allocating any cost associated with an item particularly used in the direct instructional program but also used for other purposes. If a procedure is not in place, items purchased for multiple purposes are not allowable uses.

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January 20,

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6662**

CAPITAL AND MAINTENANCE ACCOUNT

Capital and Maintenance Fund

The Capital and Maintenance Fund consists of all revenues received that would be deposited in the general fund. Money received from a permanent improvement levy may be used to meet this requirement and transferred into the District's Capital and Maintenance, and Permanent Improvement Funds. Money in this fund may only be used as provided by Ohio law.

Whereas, it is considered necessary and desirable to establish a capital improvement (003-0000, 001-9005 and 001-9008) and maintenance funds (003-0000, 001-9005, and 001-9008) in the New Richmond Exempted Village School District, Clermont County, Ohio to be used for the purpose of the following:

- A. As used in this rule, "Capital improvements and maintenance" means the acquisition, replacement, enhancement, maintenance, or repair of permanent improvements as those terms are defined in this rule.
 - 1. "Permanent Improvement" means a permanent improvement as defined under Division (E) of Section 5705.01 of the Revised Code.
 - 2. "Acquisition" means addition of or assuming possession of an asset.
 - 3. "Replacement" means the substitution of one asset for another of substantially similar value or quality.
 - 4. "Enhancement" means the modification of an existing asset that increases its value or life expectancy.
 - 5. "Maintenance or Repair" means the act of keeping a permanent improvement in normal working condition. "Maintenance of repair" includes preventative maintenance, periodic repairs and replacement of parts, structural components and other activities needed to maintain the asset but does not include routine janitorial and utility costs. Any nonroutine janitorial cost must be substantiated through a work order.
- B. The calculation for the annual set-aside for capital and maintenance effective July 1, 2001 equals three percent (3%) of the formula amount of the preceding fiscal year multiplied by the District's student population for the preceding fiscal year. Note: The Auditor of State may designate a percentage other than three percent [3%] for the capital and maintenance set-aside calculation. No adjustment to this percentage is anticipated at this time.
- C. In each fiscal year, the school district shall set aside for capital improvements and maintenance the amount required by division (A) of Section 3315.18 of the Revised Code.

- D. The amount set-aside for capital improvements and maintenance shall be accounted for within the School District's general fund using a reasonable accounting method. The School District shall appropriate from the amount set-aside for capital improvements and maintenance and maintain appropriate accounting records for amounts expended. Any unexpended balance shall carry forward to the subsequent fiscal year.
- E. As part of each school district's annual financial report, the school district shall prepare a supplemental schedule pursuant to reporting procedures prescribed by the auditor of state to demonstrate compliance with this rule. The supplemental schedule shall include the following:
1. the balance of the set-aside carried forward from the previous fiscal year;
 2. calculation of the current year set-aside;
 3. qualifying expenditures;
 4. the amount of funding received from a permanent improvement levy as authorized under Section 5705.21 of the Revised Code that may reduce the amount of the set-aside.
 5. the balance of set-aside carried forward to the subsequent fiscal year.
- F. Restricted revenue including, but not limited to, Schoolnet or Schoolnet Plus funding, state aid for bus purchases and specific state and federal grants may not be used to meet the amount required to be set aside for capital improvements and maintenance.
- G. Acceptable costs for acquisitions, replacements, and enhancements of permanent improvements include, but are not limited to, acquisition price; direct materials, labor and overhead incurred during a qualifying project; professional fees necessary to complete a qualifying project; site preparation; demolition or removal of any existing assets; freight and handling; and principal included as part of the cost of a capital lease. Acquisitions, replacements, and enhancements of permanent improvements does not include debt service on long-term debt whose proceeds were used for capital improvements and maintenance.

R.C. 3315.17; 3315.18

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6670**

TRUST AND AGENCY FUND

The Board of Education directs the establishment of a Trust and Agency Fund for the financial administration of scholarship and other trusts operated for the benefit of students and duly approved by the Board.

The Treasurer shall be responsible for the administration of the Trust and Agency Fund. The Fund will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved area.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6700**

FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations, unless the terms of an applicable collective bargaining agreement provide for greater rights to its employees. To that end, the Board shall pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Work week is defined as the seven (7) day period of time beginning on Saturday at 12:00 a.m. and continuing to the following Friday at 11:59 p.m. Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive premium pay (i.e., one and one-half (1 1/2) times the employee's regular hourly rate of pay) for all hours worked in excess of forty (40).

The Superintendent or his/her designee shall determine the necessity and availability of overtime work. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on salary basis at not less than \$455 per week. The salary requirement does not apply to teachers. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions

D. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Treasurer. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

The Superintendent is directed to prepare administrative guidelines to implement this policy.

29 U.S.C. 201 et seq.
29 C.F.R. Part 541

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**FINANCES
6830**

AUDIT

The Board of Education requires, after the close of the fiscal year (June 30th), that an audit of all accounts of the District be made annually by an independent, certified public accountant or the State Auditor's Office. The audit examination shall be conducted in accordance with generally-accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

The Treasurer shall also prepare and publish an audited statement of the financial condition of the District at the close of each fiscal year, on or before December 31st of the next succeeding fiscal year.

Findings for recovery should be reported to the Superintendent, Treasurer, and Board. It is the Board's preference that an employee not be named in a finding for recovery unless such employee directly performed the action causing the finding.

In the event an audit indicates a finding for recovery involving a shortage of funds, finding for recovery should be made against the employee who directly handled the cash, checks, money orders, or other form of payment.

In the event an audit indicates a finding for recovery related to the improper spending of District funds or the conversion of District funds or assets for personal use, the finding for recovery should be made directly against the employee who improperly spent the District funds or converted the District funds or assets for personal use. This provision includes, but is not limited to, employees that fail to be properly licensed and accept compensation in violation of State law, employees that accept compensation from falsified pay documents, and employees that accept compensation known to be in error and do not timely report for correction.

Any finding for recovery should be reported to and jointly made against the District's bonding company.

Market Street School 5:00 p.m. January 20,
2009

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7000**

7000	PROPERTY
7100	Facilities Planning
7217	Weapons
7230	Gifts, Grants, and Bequests
7240	Site Acquisition
7250	Commemoration of School Facilities
7251	Retirement of Facilities
7300	Disposition of Real Property/Personal Property
7310	Disposition of Surplus Property
7410	Maintenance
7420	Hygienic Management
7430	Risk Reduction Program
7434	Use of Tobacco on School Premises
7440	Plant Security
7455	Accounting System for Fixed Assets
7510	Use of District Facilities
7510.01	Use of Playground Facilities
7510.02	Trespass Rules
7530	Lending of Board-Owned Equipment
7530.01	Staff Use of Cellular Telephones
7540.01	Technology Privacy
7540.02	District Web Page
7540.03	Student Network and Internet Acceptable Use and Safety
7540.04	Staff Network and Internet Acceptable Use and Safety
7540.05	Web Page Development Acceptable Use Policy
7541	Electronic Data Processing Disaster Recovery Plan
7550	Joint Use of Facilities

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7100**

FACILITIES PLANNING

Market Street School

5:00 p.m.

January 20, 2009

The Board of Education recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future District construction supports the educational program and responds to community needs, the Board will prepare a capital construction plan and will

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revise that plan periodically thereafter. The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

In order to apprise the Board of the continuing relevance of the Board's capital construction plan, the Superintendent shall:

- A. annually report to the Board on the number of resident students attending school;
- B. report to the Board on the enrollment by grades during the school year annually;
- C. conduct a "kindergarten roundup" each spring of the number of students who will be enrolled in the schools of the District in September of the year in which the estimate is made and report the results to the Board;
- D. prepare student enrollment projections every year and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, any changes in enrollment trends.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. The District shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

R.C. 3313.94

A.C. 3301-51, 3301-35-03 (C)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7217**

WEAPONS

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Exceptions to this policy include:

5:00 p.m.

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- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.122, 2923.19
18 U.S.C. 922

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7230**

GIFTS, GRANTS, AND BEQUESTS

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All accepted gifts, grants, or bequests shall be acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment proposed to be purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7240**

SITE ACQUISITION

It is the policy of the Board of Education that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not on enhancement of the value of the site to the seller. The presence of a school to service a potential development in itself enhances the profit potential to a developer. It is the Board's sole purpose to provide a service to the residents in a development at the least possible cost to the taxpayers.

Discussion of possible school sites may be carried on in an executive session of the Board, but all official actions must be taken in an open, public meeting. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7250**

COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the Board of Education may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State or nation.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7251**

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations and cannot reasonably and economically be brought up to the current educational standards, the building will be considered for a comprehensive closing study. The Superintendent will recommend to the Board of Education which facilities appear to justify further analysis.

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The Board may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. The Board may consider all or some of the following factors:

- A. age and current physical condition of the facilities; its operating systems, and programs;
- B. adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions;
- C. reassignment of children, including alternative plans according to Board policy;
- D. transportation factors, including number of children bussed, time, distance, and safety;
- E. alternative uses of buildings;
- F. cost/savings
 - 1. personnel;
 - 2. plant operation;
 - 3. transportation;
 - 4. capital investment;
 - 5. alternative use;
- G. continuity of instructional and community programs.

If the Board determines to close a school, it will first consider other uses of the building prior to considering its sale. The historic value of any building will also be considered by the Board. In such cases, it may take special action to provide for its preservation.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7300**

DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

All property considered for disposition (sale) may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

Disposition of Personal Property under \$10,000

Personal property, the value of which does not exceed \$10,000, shall be disposed of by the Superintendent in such a manner as will be in the public interest and benefit the School District (see Policy 7310 and Donation of Real or Personal Property). If the Board decides to trade an item of personal property as a part or an entire

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consideration on the purchase price of an item of similar personal property, the Board may trade the personal property upon such terms as are agreed upon by the parties.

Disposition of Real Property under \$10,000

Real property, the value of which does not exceed \$10,000, shall be disposed of by the Board in such manner as will be in the public interest and benefit to the School District and may be accomplished by private sale. If the Board identifies a parcel of real property that it determines is needed for school purposes, the Board may, upon majority vote of the members of the Board, acquire such parcel by exchanging its real property for the parcel or using the real property as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition shall be made by conveyance executed by the President and the Treasurer of the Board.

Disposition of Personal and Real Property over \$10,000

Property, (personal and real), the value of which exceeds \$10,000, shall be sold at public auction to the highest bidder in accordance with law. The Board may offer real property for sale as an entire tract or in parcels.

- A. Unless the property is being:
 - 1. sold to an exempt entity, as defined in R.C. 3313.41(C);
 - 2. sold to a community school as set forth in R.C. 3313.41(G); or
 - 3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F).
 - 4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(E).

The District shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by publication in a newspaper of general circulation.

- B. If, after the property has been offered once by public auction, no acceptable bids have been received, the District may sell the property at private sale. The following procedures shall apply:
 - 1. Regardless of how the property was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels. Personal property shall be sold in either a single lot or several lots.
 - 2. All written offers on real property under consideration for disposition shall

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be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

3. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

4. The authorized agents of the Board are to review all purchase or lease offers pertaining to sale or lease of property shall be selected by legal counsel and the Superintendent. The Board shall give final approval of all contracts.
 5. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
 6. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
 7. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.
- C. If the Board decides to dispose of real property that is suitable for use as classroom space, prior to disposing of the property in the manner set forth above, the Board shall first offer the property for sale to the governing authorities of the start-up community schools located within the territory of the District.
1. The Board shall offer the property to the community school governing authority at a price that is not higher than the appraised fair market value of the property.
 2. In the event that more than one (1) community school governing authority accepts the offer made by the Board, the property shall be sold to the community school governing authority that accepted the offer first in time.
 3. The Board may dispose of the property by public auction if no community school governing authority accepts the Board's offer within sixty (60) days after such offer.
 4. In the event that the District has not used property it owns which is suitable for classroom space for academic instruction, administration, storage, or other educational purposes for one (1) school year, the Board shall offer that property for sale to start-up community schools located in the District, unless the Board adopts a plan to use the property for an educational purpose within the next three (3) school years.
- The Board shall offer the property to the community school governing authority at a price that is not higher than the appraised fair market value of the property.
- In the event that more than one (1) community school governing authority accepts the offer made by the Board, the property shall be sold to the community school governing authority that accepted the offer first in time.

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- D. Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the District for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the District and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.
- E. The Board President and Treasurer shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade under this policy.

Donation of Real or Personal Property

- A. If the School District has property that the Board, by resolution, determines is not needed for school purposes, is obsolete, or is not fit for the use for which it was acquired, the Board may donate the property if the estimated fair market value of such property is \$2,500 or less in the opinion of the Board. The property may only be donated to an eligible 501(c)(3) nonprofit organization located in the State of Ohio and exempt from Federal income taxation under 26 U.S.C. 501(a) and 501(c)(3).
- B. Prior to donating the property, the Board shall adopt a resolution that contains the following:
 - 1. a statement expressing the Board's intent to make unneeded, obsolete or unfit-for-use, District property available to nonprofit organizations;
 - 2. guidelines and procedures the Board considers to be necessary to implement the donation program;
 - 3. an indication of whether the District will conduct such program or by a representative under contract with the Board;
 - 4. contact information for such representative, if the person is known when the resolution is adopted;
 - 5. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:
 - a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;
 - b. a description of its primary purposes;

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- c. a description of the type or types of property the organization needs; and
 - d. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.
- C. Upon the adoption of the resolution, the Board shall publish at least twice in a newspaper of general circulation, notice of its intent to donate unneeded, obsolete, or unfit-for-use property to eligible nonprofit organizations. The notice must also include a summary of the information provided in the resolution. A similar notice must also be continually posted in the Board's office and on the District's Internet website, if one exists. The second and subsequent notices shall be posted not less than ten (10) and not more than twenty (20) days after the previous notice.
- D. The Board or its representative must maintain a list of:
 - 1. all eligible 501(c)(3) nonprofit organizations that submit a written notice described above; and
 - 2. a list of all real or personal property that qualifies for the program.

The list of qualifying property must be continually posted at the same locations at which the resolution creating the program must be posted.

 - 1. An item of property on the list must be donated to the 501(c)(3) organization that first declares to the Board or its representative its desire to obtain the item unless the Board previously established in a separate and distinct resolution, a list of eligible 501(c)(3) organizations that are to be given priority for an item's donation.
 - 2. The resolution giving priority to certain nonprofit organizations must specify the reasons for giving the organizations this priority. Such priority may be given based on a direct relationship between the purposes of the organization and specific purposes of the programs provided or administered by the Board.
- E. Members of the Board must consult with the Ohio Ethics Commission and comply with R.C. Chapters 102 and 2921 when donating property to a 501(c)(3) organization of which a Board member, his/her family member(s) or a business associate(s) of a Board member is a trustee, officer, Board member, or employee.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7310**

DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy (see Policy 7300).

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum;
2. information that may not be current; or
3. worn beyond salvage.

B. Equipment

The District shall inspect the equipment used in the educational program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available;
2. repair records indicate equipment has no usable life remaining;
3. obsolete and/or no longer contributing to the educational program;
4. some potential for sale at a school auction; or
5. creates a safety or environmental hazard.

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines. If the decision is made to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the personal property may be traded upon such terms as are agreed upon by the parties.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7410**

MAINTENANCE

The Board of Education recognizes that the fixed assets of this District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent shall develop, for implementation by the custodial (and maintenance) staff, a maintenance program which shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Superintendent shall develop and promulgate to the custodial (and maintenance) staff such rules as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7420**

HYGIENIC MANAGEMENT

The Board of Education recognizes that the health and physical well-being of the students of this District depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall cooperate with the Board of Health in the conduct of the inspection of each school building and grounds for conditions dangerous to public health and safety not less than once each year. The Superintendent shall provide access to school premises for the inspection(s) which shall be conducted during regular school hours. The Superintendent shall provide records or information the Board of Health considers necessary.

Hazardous Conditions

Market Street School

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The Superintendent shall develop a plan for abatement of conditions that are determined to be hazardous to occupants as identified in the inspection report. The abatement plan shall be in written form and shall be submitted in the manner established by the Director of Health. The abatement plan shall include a schedule for completion of the abatement as prescribed.

Integrated Pest Management

The hygienic management plan shall include an Integrated Pest Management program (IPM) for the control of structural and landscape pests that minimizes the use of pesticides while addressing pest control.

The IPM program will include procedures for prevention, identification, control, and monitoring of pests and conditions that attract pests.

Wastes and Fluids

The Superintendent shall prepare, in consultation with the Clermont County Health Department, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter (see Policy 8453 and Policy 8453.01).

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, in school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the principal.

R.C. 3701.933, 3703.03, 3707.26, 3313.473, 3314.15, 3703.03, 3707.26

A.C. 3301-35-03 (C) (D), 3701-54

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7430**

RISK REDUCTION PROGRAM

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees and students, in compliance with Federal and State laws and regulations.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District and take appropriate action on any violations thereof to the Superintendent.

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The Superintendent shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of the Public Employees Risk Reduction Advisory Commission.

In the event an inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the State report.

R.C. 4167.01 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7434**

USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the use of tobacco within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles.

Such prohibition also applies to school grounds and any school-related event except at designated times and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

R.C. 2923.12, 3313.20, 3313.47, 3794 et seq.
20 U.S.C. 6081 et seq., 20 U.S.C. 7182
U.S.D.O.E. Memorandum, 1995
A.C. 3701-52

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE**

**PROPERTY
7440**

PLANT SECURITY

Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State. Such a program may include video surveillance equipment in appropriate public areas in and around the schools and other District facilities.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to District property and to require such persons to rectify the damage or pay a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent shall report to the Board each major case of vandalism and the extent of the damage.

R.C. 2909.05, 3313.173, 3313.642
A.C. 3301-35-03

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7455**

ACCOUNTING SYSTEM FOR FIXED ASSETS

The Board of Education, as steward of this District's property, recognizes that efficient management and full replacement upon loss require accurate inventory and properly maintained property records.

The District shall conduct a complete inventory every five (5) years, by physical count, of all District-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles which retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit.

The District shall maintain a fixed asset accounting system. The fixed asset system shall maintain sufficient information to permit:

- A. the preparation of year-end financial statements, in accordance with generally accepted accounting principles;
- B. adequate insurance coverage;
- C. control and accountability; and
- D. capital maintenance.

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Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor, and room name or number with each item to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Moveable equipment is inventoried by building, floor and room name or number with each item to be listed individually. Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$1,500.00 or more and with an estimated useful life of five (5) years or more are tagged and made part of the equipment inventory.

Televisions, VCR's, DVD players, computers and any other items highly susceptible to theft have a permanent number attached to them.

Audio visual equipment and computer equipment are inventoried through the Treasurer's office with a sublisting of location. Each component is inventoried and a number is attached on each. An accurate official record of textbooks and computer software is maintained and updated yearly at the building level. Library books are inventoried and maintained in each building's library.

A computer generated listing of all equipment is supplied to each building and department. This listing is updated annually by the close of the school year. This updated listing is then submitted to the Treasurer's office for computer update.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year.

The Treasurer is assisted by the assistants to the Treasurer, principals, directors, supervisors, and professional and support staffs in the performance of this function.

Fixed assets shall be classified as follows:

ASSET CLASS/ITEM CODE DESCRIPTIONS		
<i>Code</i>	<i>Avg. Useful Life</i>	<i>Code Description</i>
01LI	20	Land Improvements
01LN	0	Land
02BL	50	Building
02EL	30	Electric and Plumbing
02EV	30	Elevator
02HA	20	Heat & Air Conditioning
02IC	25	Interior Construction
02MD	26	Modular Classroom
02RF	20	Roof Covering
02SP	25	Sprinklers
03AQ	10	Athletic Equipment
03AV	10	Audio Visual Equipment

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03BQ	10	Business Machines
03CM	10	Communications Equipment
03CO	5	Copiers
D3CP	5	Computer Equipment
03CQ	15	Custodial Equipment
03CT	7	Carpet
Q3FN	20	Furniture and Accessories
03GQ	15	Grounds Equipment
03HE	10	Home Economics Equipment
03KQ	16	Kitchen Equipment
03LD	0	Leased Equipment

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<i>Code</i>	<i>Avg. Useful Life</i>	<i>Code Description</i>
03LQ	10	Lab Equipment
03MB	10	Music and Band Equipment
03MQ	15	Maintenance Equipment
03MS	10	Miscellaneous
03OQ	5	Office Equipment
03SQ	10	Transportation Equipment
03TQ	10	Teachers Equipment
03VT	10	Vocational Technical Equipment
03ZA	0	Antiques
03ZZ	0	Unknown Code
D4LV	0	Leased Vehicles
04SV	5	Licensed Vehicles
05IF	60	Infrastructure
06AS	15	Software Administrative
06IS	6	Software Instructional
06TX	6	Textbooks
06WB	6	Library Workbooks
08CI	0	Construction in Progress

Classified as land improvements: outdoor bleachers, athletic field fencing, playgrounds, outdoor lighting, underground lines, curbs, sidewalks, gutters, storm sewers, drain systems, perimeter fencing, parking lots, driveways, and underground tanks.

For inventory control all of the following types of equipment will be maintained: office equipment, audio-visual equipment, musical instruments, electronic equipment, and data contractors equipment.

Leased Capital fixed assets shall be identified and recorded on the fixed asset system.

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

Textbooks are considered consumable in nature and will not be indexed and maintained.

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. For insurance purposes fixed assets shall be recorded at replacement cost. The method(s) to be used to estimate historical cost and replacement value for insurance purposes shall be established by class by the appraisal firm and that firm provide the method(s) in writing to the fixed asset manager.

Fixed assets shall be grouped as like assets within the same room that collectively meet the capitalization threshold but do not individually meet the threshold.

The purchase of fixed assets, the transfer of fixed assets between buildings, and the disposal of fixed assets shall be initiated by the Superintendent, Assistant Superintendent, or Principal and each is required to report to the Treasurer of such transfer. An asset to be disposed of by the sale which has a current value in excess of \$2,000 the amount specified in RC 331 13.41 shall be sold by auction, sealed bids, or traded at the discretion of the Board. The Treasurer at his/her discretion, may require any asset, regardless of value to be sold at auction. An auction shall be held at the discretion of the Treasurer when sufficient assets have

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accumulated to warrant the cost. The Treasurer shall establish a minimum acceptable price for assets sold at auction.

Depreciation shall be recorded for fund fixed assets using the method of straight line basis and be recorded for fixed assets. Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets, in accordance with GASB #34. This is a decision of management. The salvage value used shall be zero.

Prorate convention states that fixed assets are acquired throughout an accounting period and, likewise are disposed of throughout an accounting period. The decision as to when depreciation begins or ends is as follows:

For newly acquired assets, one-half (1/2) year depreciation is calculated in the year of acquisition and one-half (1/2) year in the year of disposal.

Other options pertaining to these depreciation issues are available. The decision as to which options are used should be based on the ease in maintaining them with the FIXED asset system as well as its intended use for any specific option, for example, depreciation based on the actual month of acquisition.

Unless otherwise noted, the following information shall be maintained for all fixed assets:

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- A. description;
- B. asset clarification (land, building equipment, etc.);
- C. identification or tag number;
- D. location (building/room);
- E. purchase price or historical cost;
- F. vendor or contractor (or Self-constructed);
- G. date purchased (estimated or actual);
- H. voucher number;
- I. estimated useful life;
- J. replacement cost;
- K. accumulated depreciation;
- L. method of acquisition -- purchase, trade-in, lease, donated, etc;
- M. fund and functions;
- N. whether the asset is covered by a maintenance agreement: who the maintenance agreement is with and when the maintenance agreement expires;
- O. manner of asset disposal -- trade-in, sale, auction, used for parts, scrapped, etc., if the asset is not in use or held for sale;
- P. serial number;
- Q. item categories;
- R. secondary tag number;
- S. model number;
- T. condition.

R.C. 117.3 8; 3313.41

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7510**

USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board may permit the use of school facilities and equipment when such permission has been requested in writing by a responsible organization and has been approved by the Superintendent or his/her designee. No facilities or equipment may be used until all forms have been completed.

In weighing competing interests for the use of facilities, the Board will give priority in the following order:

- A. 1st Priority - School activities and programs
- B. 2nd Priority - Other school support groups
- C. 3rd Priority - District non-profit organizations
- D. 4th Priority - Out-of-district non-profit organizations
- E. 5th Priority - Commercial groups or individuals

All requests for use of school buildings and their facilities shall be made directly to the respective Building Principals. Requests for the use of the building at 212 Market Street shall be made to the Superintendent.

Indoor equipment will not be rented for outdoor use. A custodian employed by the district, and assigned by the Building Principal, must open and close any school building used or rented by a group, and at the discretion of the Building Principal, may be required to be on duty for the entire time that the building is open.

The State law provides for the use of public schools for polling places. Rent shall not be charged for the use of such rooms, but the Board of Elections may pay such reasonable expenses which the public authorities having charge of the rooms may incur, (e.g., custodial services, heat and light) made necessary by the Board's use of such rooms.

In accordance with such regulations, the Board charges only for custodial services in excess of those hours necessary beyond the regular operation of the schools.

Any non-profit organization using public school buildings (and/or equipment) must agree to restore to the original condition any damaged property. Any equipment which is lost must be replaced with the like equipment. All facilities and equipment are expected to receive proper treatment and be left in good condition. An additional charge will be made if facilities and equipment are mistreated or need additional cleaning.

Liability Insurance

All groups or individuals will be required to furnish proof of liability insurance (at least one million dollars). The original Certificate of Insurance must be attached to the Facility Use Application with the District named as loss payee.

Application Process

Application forms are available in all school offices and in the Board's/Superintendent's Offices. The application for a permit to use a school building or facilities shall be filed with the school Principal or his/her designee, at least fourteen (14) calendar days prior to the date of the proposed use. If no other facility conflicts exist, then the Principal may sign the application giving pre-approval, and forward the application to the Superintendent's office for final approval at least ten (10) calendar days in advance of anticipated use.

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The Superintendent or his/her designee shall notify the applicant, Building Principal, and Treasurer of the final approval or disapproval of the request. The Building Principal or his/her designee will arrange for any special custodial staff and the Director of Food Services will arrange for food service staff, at least three (3) days in advance of the requested date.

CATEGORY OF GROUPS ELIGIBLE TO USE FACILITIES

Persons applying to use District school buildings and/or grounds will be classified into one (1) of five (5) categories:

A. School Activities and Programs

The facilities of the District will be made available first and without charge to school groups and activities which are a part of the district's curricular, co-curricular, or extra-curricular programs. Liability insurance for these groups is provided by the Board.

B. School Support Organizations

District facilities may be available to organizations sanctioned by the Board whose exclusive purpose is to support the programs of the schools. These organizations may be subject to reimburse the district for expenses incurred by the district in connection with the organization's use of the facility (custodial services, food service personnel, etc.). (Example: PTO, Booster clubs, Athletic Department recognized/supported youth groups, etc.). Liability insurance may be made available by the Board on an annual basis for these groups.

C. District Non-Profit Groups

District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board, to organizations whose primary purpose is to serve the school district, when a worthwhile educational, civic or charitable purpose is served. (Example: churches, service clubs, etc.) A deposit may be required prior to approval.

D. Out-of-District Non-Profit Groups

District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board, to organizations whose primary purpose is to serve the school district and surrounding area, when a worthwhile educational, civic or charitable purpose is served. (Example: churches, service clubs, etc.) A deposit may be required prior to approval.

E. Commercial Groups or Individuals

District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board, to organizations operated for private gain when a worthwhile educational, civic or charitable purpose will be served; and to individuals on a limited basis, primarily wedding, anniversary, and retirement receptions. A deposit of \$250.00 will be required before approval.

Non-School Groups

The following groups may use school facilities without charge (except additional personnel costs, if incurred):

1. Local police, fire, and rescue departments when conducting staff training.
2. Township or village meetings of general importance when no fee is charged.
3. Clermont County Board of Election, using buildings as polling places.
4. District employee organizations.
5. District officially recognized partners (e.g., Family & Children First, N.A.C., C.I.C., Renaissance New Richmond, New Richmond Business Association, Kiwanis, Youth Athletic Associations, Boys and Girls Club).

Use of Kitchens

The use of kitchens will be granted only when a regular food service worker is present. This applies to the use of these facilities for serving of light refreshments or dinners. A fee will be paid by the organization for the services of the food service employee(s) in attendance (minimum time is two [2] hours at \$25 per hour per employee) and for the use of the kitchen.

Custodial Service

A custodian shall be on duty to open and close school buildings for groups using the buildings. A custodian or regular school employee may be required to be on duty for the entire time the building is used by the group. Custodial overtime (minimum of two [2] hours at \$25 per hour per employee) shall be charged if the event keeps the custodian from accomplishing his/her normal duties, if additional custodians are brought in or if the event is during hours that the building is normally closed (to be determined by the building principal).

Use of Stadium and Athletic Fields

The availability of these facilities is very limited due to their use by school groups. In addition to the facilities use charge, a minimum of three (3) hours of custodial overtime (\$25 per hour per custodian) plus an additional field maintenance fee of \$100 will be assessed. An additional fee of \$75 per hour will be charged for use of stadium lights. Usage of stadium fields may include limited amounts of scheduled usage of practice facilities and will be assessed as follows: \$1,700 without field lighting usage and \$2,000 with field lighting usage (fee schedule attached). This fee includes a minimum of three (3) hours of custodial services. Any additional hours of custodial services will be billed at the rate of \$50 per hour per custodian.

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Due to the high cost of field maintenance and league expectations related to field conditions, the Athletic Director or Superintendent reserves the right to cancel any activity scheduled on a stadium field due to inclement weather. When at all possible, Sunday will be used as a first option (rain date) for events canceled on Saturday. The second option would be to move any activity to the practice fields. Field maintenance fees would then be waived.

Use of Track Facilities

The rules and fees for usage of the track facilities are the same as that for using the athletic stadium.

District Rules

Each Building Principal will develop guidelines for the use of that building (entrance doors to use, restroom facilities, floor plans, etc.). The following district rules shall be a part of each building's guidelines:

- A. The renter of a facility shall assume all liability for damages which may occur in or about the building while the renter has control and use of the building. Failure to reimburse the Board for damage to property will result in loss of facility use.
- B. The renter of the facility agrees to indemnify and HOLD HARMLESS the New Richmond Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of injury or alleged injury to any and all members of the group whether it be caused by the negligence of indemnitor or New Richmond Exempted Village School District Board of Education or either party's agents or employees or otherwise.
In addition (and not in lieu of the foregoing), groups or individuals desiring to use the New Richmond Exempted Village School District facilities are required to show evidence that they are adequately insured against claims for personal injuries and/or property damage which may arise as a result of their activities on the school premises, and are required to attach a certificate of insurance to the Facilities Agreement Form. The failure of the Board or district to require such certificate shall in no way relieve the originator and/or the group and its members using the facilities from any liability to third parties or from their agreement to indemnify the Board and district.
- C. An employee of the Board may be required to be on duty whenever a school building or facility is used by an organization or group.
- D. Only the Board may pay Board employees for services in connection with the use of school facilities.
- E. All charges for lease, supervision, custodians, and other personnel will be billed by the Treasurer and are payable within thirty (30) days. No group liable for charges will be permitted use of a facility if payment has not been made. Failure to make payment will result in the group being denied future consideration.
- F. Permission to use the school facilities is not transferable from one location to another or to a different date.
- G. If an admission tax is to be collected or if fees are to be paid to any agency or group, the organization renting the facilities must assume all responsibilities and must meet all obligations.

- H. School authorities reserve the right to revoke authorization of facility use at any time.
- I. School activities will be given preference in scheduling facilities. Priority in facility scheduling will then be groups from category 2 through category 5, respectively.
- J. There shall be proper supervision for the accommodation and control of patrons attending any activity.

Activities must be orderly and lawful. Reasonable security arrangements appropriate for the use must be made.

- K. Additional fees may be charged for special equipment, video projectors, public address systems, lighting systems, music risers, etc. and for the salary of personnel assigned to operate such equipment.
- L. The Board or its administrative representatives shall have free access to all facilities at all times.
- M. Fire and safety regulations of the Board, the local fire department, and the State of Ohio must be followed at all times.
- N. No fireworks, explosives, or flammables of any nature shall be permitted in or about school facilities.
- O. Flammable decorative materials are prohibited.
- P. There shall be no smoking in any school building. Enforcement is the responsibility of the group using the building.
- Q. There shall be no alcoholic beverages or intoxicating drugs brought into or consumed in the buildings or on school grounds. Persons under the influence of alcohol or an intoxicating drug shall not be permitted on the premises and shall be subject to arrest if they come onto the premises.
- R. No commercial or political advertising material of any nature shall be distributed on school property.
- S. No modification may be made to facilities (wiring, heating, etc.).
- T. The renter shall vacate the facility by 9:00 p.m., unless exception is noted in the lease.
- U. Persons must be at least twenty-one (21) years of age to rent any facility.
- V. Scheduled activities will be canceled when the school district is closed due to inclement weather. Cancellations will be made with as much warning as possible.

Weather closing on Fridays may cause weekend cancellations. Scheduled users must contact the building administrator on Friday between 9:00 a.m. and 3:00 p.m. to check on weekend activity. If no contact is made, the user must assume the activity is cancelled.

- W. The Superintendent/designee reserves the right to deny access to facilities or to waive or adjust fees.
- X. Renter must notify Building Principal twenty-four (24) hours in advance if rental is cancelled or of any changes in rental times. Failure to notify Building Principal in time to cancel custodian opening building will result in group being charged a minimum of two (2) hours of custodial overtime.

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- Y. The Board shall not deny equal access or a fair opportunity to, or discriminate against any students who wish to conduct a meeting within a limited open forum on the basis of religious, political or philosophical content of such meetings. Such meetings, if requested, shall be held during noninstructional time and shall have the same opportunity to share facilities as other noncurriculum-related groups.

The use of the building does not indicate that the Board approves or advocates the matters which are discussed at the meeting. Nothing in this policy shall be construed to limit the authority of the Board or its employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure the attendance of students at meetings is voluntary.

School buildings and facilities shall not be used for promoting racial or religious prejudices or for any other purpose inimical to our democratic way of life. (Requests by organizations of a controversial nature may be referred to the Board for decision.)

The Board encourages the public to use school facilities. Fees charged are to cover utilities and service. Following is the rental fee schedule for the use of school facilities by outside groups. A deposit is required to be paid one (1) week in advance of the use of the facilities, as described, and the balance is to be paid upon receipt of the statement from the Treasurer of the Board.

This policy authorizes the Treasurer to pay personnel on the first authorized pay day following the activity. All fees are to be paid directly to the Treasurer of the Board.

The following fee schedule is for each performance up to approximately four (4) hours. Rehearsals will be billed at half the appropriate fee.

	#3	#4	#5
	DISTRICT	OUT-OF DISTRICT	COMMERCIAL
	<u>NON-PROFIT</u>	NON-PROFIT	
Auditorium	\$25/hr.	\$50/hr.	\$100/hr.
Gymnasium(s) – High, Middle or Elementary	\$25	\$50	\$100
Multi-Purpose (Wrestling) Gymnasium High School	\$25	\$45	\$55
Cafeteria	\$25	\$50	\$100
Kitchen	\$25	\$50	\$100
Classroom	\$25	\$50	\$100
Commons	\$25	\$50	\$100
Library	\$25	\$50	\$100

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	#3	#4	#5
	DISTRICT	OUT-OF DISTRICT	COMMERCIAL
	<u>NON-PROFIT</u>	NON-PROFIT	
Stadium*	\$1,000	\$1,700 w/o lights	\$1,700 and
		\$2,000 with lights	\$2,000
Athletic Fields	\$25	\$50	\$100

*Additional custodial rates may apply per policy.

Some activities, i.e. clinics, training sessions, etc., may be billed at an hourly rate utilizing the following

Category #3 and #4:	\$50/hour without lights	\$75/hour with lights
Category #5:	\$100/hour without lights	\$125/hour with lights

The use of all school facilities must be scheduled through the respective building principals, and in case of the athletic facilities, through the Superintendent. A contract will be issued specifying the facilities to be used and the approximate cost. A deposit will be due one (1) week prior to the use of the facilities to cover custodial services.

All sponsoring non-profit service or organizations are responsible to see that all school policies regarding the use of school facilities are adhered to, and will be responsible for furnishing supervisory personnel, including crowd and traffic control when necessary. Any damage to school property that results from the activity must be paid for by the sponsoring organization.

Liability insurance is necessary. The sponsoring organization is responsible for furnishing insurance in accordance with the Board instructions.

No fee adjustment or waiver may be granted without authorization from the Board or its designee.

R.C. 3313.75 to 3313.79

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7510.01**

USE OF PLAYGROUND FACILITIES

In making a schoolhouse or property available for non school purposes, the Board of Education establishes the following rules relating to the occupancy of the surrounding grounds to ensure fair, reasonable, impartial, and proper use of its facilities.

Playground Rules and Regulations

- Market Street School 5:00 p.m. January 20, 2009
- A. Unsupervised and closed to the public during:
1. School hours.
 2. Dusk to dawn.
- B. Behaviors:
1. No skateboards, roller blades, bicycles, or unauthorized motor vehicles.
 2. No littering, peddling, or soliciting.
 3. No smoking.
 4. No use of drugs or alcoholic beverages.
 5. Observe all rules of safe play.
- C. Violations: All are considered at least a minor misdemeanor. A complaint will be filed with the local Police Department.

Use of Playground Equipment May Be Hazardous

These rules will be posted at the entrances or on the perimeter of each elementary playground. In addition a sign will be posted stating: Vandalism in any form will result in Arrest and Conviction of the Violators.

A person knowingly or recklessly entering or remaining on school property without privilege and contrary to the rules established by the Board of Education or negligently or willfully failing to leave school property when asked to do so by an authorized person, may be guilty of criminal trespass.

R.C. 1533.181; 2911.21; 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7510.02**

TRESPASS RULES

In an effort to ensure the protection of students, employees, buildings, and equipment, the Board of Education adopts the following rules and regulations. They pertain to persons other than employees and students and they shall be posted:

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- A. No unauthorized person shall trespass, loiter, or remain in any school building of the School District or on the grounds thereof.
- B. All school property shall be off limits to unauthorized persons and vehicles from 10:00 P.M. to 6:00 A.M. Violators will be prosecuted.
- C. All persons except those hereinafter described shall upon entering any school building of the School District report immediately to the office of the Principal and request a visitor's permit.
- D. This shall not be applicable to students enrolled in any such school; students entering any such building for the purpose of enrollment therein; members of the faculty and staff and employees of the schools; persons who have been authorized by school authorities to enter any such building for professional and/or business purposes; and persons attending events sponsored by or authorized by school authorities and remaining in the area of the school building or grounds thereof assigned for such event.

- E. No person shall remain in any school building or on the grounds thereof after being requested to leave the premises by a principal, teacher, or any person assigned to the duties of custodian, or a member of the administrative staff of the schools.
- F. Any person who fails to comply with the provisions of any of the preceding sections shall be in violation of the rules and regulations of the Board of Education.
- G. A copy of these rules and regulations shall be posted conspicuously by the principal of each school at or near the entrance to the grounds or premises and at the main entrance of each school building.
- H. The Board prohibits unauthorized persons to trespass on all school areas that are fenced in or locked during all times when they are not supervised by school personnel (e.g., the stadium area; specifically the varsity football field); and that there shall be no use of unauthorized motor vehicles on school property at any time. School playgrounds may be used during daylight hours by persons, as long as they use the areas designated for play and do not interfere with others or damage school property.

R.C. 2911.21

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7530**

LENDING OF BOARD-OWNED EQUIPMENT

The Board of Education believes that Board-owned equipment is a valuable resource that may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent.

The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off school property is subject to the same rules and conditions of use that are in effect when the equipment is used on school property.

District equipment may be removed from District property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent is required for such removal.

Individuals authorized to use Board-owned equipment off school property may not allow anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc. may not use Board-owned equipment, which is sanctioned for use by a specific person).

A Board employee may use Board-owned technology including cellular telephones, laptop computers, and other technology devices for school use off of school property. Technology devices owned by the Board

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may contain personally identifiable information about District students and/or staff. Federal and State laws prohibiting disclosure of such personally identifiable information apply to electronic records stored on technology devices. Board employees are advised to exercise caution when transferring personally identifiable information onto disks, flash drives, and other technology devices. A Board employee who loses or misuses student or staff personally identifiable information will be subject to disciplinary action as determined by the Board.

Personal use of Board equipment or facilities by staff or students will be in accordance with the Superintendent's administrative guidelines.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7530.01**

STAFF USE OF CELLULAR TELEPHONES

The Board of Education will provide cellular telephones to employees who by the nature of their job have a routine and continuing business need for the use of cellular telephones for official Board business. Cellular telephones are provided as a tool to conduct Board business and to enhance business efficiencies. Cellular telephone are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e., because cellular telephone accounts are billed on a time-used basis, Board-owned cellular telephones and services should not be used when a less costly alternative method of communication is safe, convenient and readily available).

The Board of Education requires the staff members to be accessible by telephone for Board business and emergencies when and if need arises. Cellular telephone technology enables individuals to be reached whenever a situation arises necessitating immediate contact and communication, regardless of the person's location at that time. Therefore, a Board-owned cellular telephone may be issued to the Superintendent.

Cellular telephone calls are not secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Employees must safeguard any Board-owned cellular telephone in their possession. Reasonable precautions should be made to prevent equipment loss, damage, theft and vandalism. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (e.g., twenty-four (24) hours) may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

The Board reserves the right to audit all Board-owned cellular telephones and their use, which will include but not be limited to, a review of the monthly billing by the Treasurer. Board cellular telephones and cellular service account statements, invoices and payment documents are public records and, as such, may be subject to disclosure and review.

Use of Board-Owned Cellular Telephones for Personal Calls

The Superintendent listed above shall not be billed for local and long distance calls of a personal nature made from their cellular telephone, provided the personal calls do not result in additional charges beyond the usual and customary charge associated with the staff member's plan. The Board determines that these expenditure(s) serve a public purpose given the accessibility required of the individual(s) required to have a Board-owned cellular telephone for the purposes described above. If, however, the personal calls result in excess charges, then the Superintendent shall be billed for any charges in excess of the base plan amount.

Board employees may carry personal cellular telephones with them while on Board time and/or while operating Board equipment, but are subject to the following restrictions:

- A. Excessive use of a personal cellular telephone for personal business during work hours is considered outside the employee's scope of employment.
- B. Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using personal cellular telephones while operating such vehicle or equipment.
- C. The Board assumes no liability for loss or damage to employees' personal cellular telephones carried in Board vehicles or left on Board property. Employees assume the risk of loss or damage to personal cellular telephones carried by employees during working hours.
- D. When authorized in writing by the Superintendent or his/her designee, the cost of using a personal cellular telephone for official business may be reimbursed to the employee.

Violation of this policy may constitute just cause for disciplinary action up to and including termination.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7540.01**

TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

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Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Technology Coordinator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7540.02**

DISTRICT WEB PAGE

School web sites provide the District with unique and ever-changing ways to interact with the community and improve student learning. School web sites:

- A. allow an individual school to provide current and complete information to its community at large;
- B. give the community a means to communicate effectively with students and personnel;
- C. create expanded means for student expression; and/or
- D. provide new avenues for teachers to help students meet high standards of performance.

All District schools wishing to maintain a presence on the Internet must develop written web regulations that allow the school to realize the benefits of maintaining a web site while protecting the school and community from its potential misuse.

Purpose and Use of District Web Sites

The primary purpose of a District's web site is to communicate effectively with its community. The principal or designee shall ensure that the site is maintained in such a way that the community receives reasonably current and accurate information.

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

- A. publishing a student newspaper;
- B. posting teacher-created class information; or
- C. publishing appropriate student class work.

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

Advertising or Sponsorships

Any use of advertising or sponsorships that appear on a school web site must be approved by the Superintendent or his/her designee. Guidelines must be consistent with District policies and guidelines used in other District publications.

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

Family Educational Rights and Privacy Act
20 USC 1232g
R.C. 149.41, 149.43, 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7540.03**

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

The District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use

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of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the District and the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under eighteen (18) years of age, he/she must have his/her parents or guardians read and sign the policy. The District cannot provide access to any student who, if eighteen (18) or older, fails to sign and submit the policy to the School as directed, or if under eighteen (18), does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Personal Responsibility

By signing this policy, students agree not only to follow the rules in the policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the District before they are given an access account.

Acceptable Uses

- A. Education Purposes Only: The District is providing access to its computer networks and the Internet for only educational purposes. If students have any doubt about whether a contemplated activity is educational, they may consult with the person(s) designated by the school to help decide if a use is appropriate.
- B. Unacceptable Uses of Network: Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
1. Uses that violate the law or encourage others to violate the law: Students may not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential, trade secret information, or copyrighted materials. Students should assume that all materials are protected unless there is explicit permission on the materials to use them.
 2. Uses that cause harm to others or damage to their property: For example, students may not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients; upload a worm, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet: For example, students may not disclose or share passwords with others or impersonate another user

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4. Uses that are commercial transactions: Students and other users may not sell or buy anything over the Internet. Students should not give others private information about themselves or others, including credit card numbers and social security numbers.
- C. Netiquette: All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses which may be offensive to other users. Students may not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Student should not assume that a sender of e-mail is giving his/her permission to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission
 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

- A. General Warning; Individual Responsibility of Parents and Users: All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites.
- If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.
- B. Personal Safety: Be safe. In using the computer network and Internet, students should not reveal personal information such as their home addresses or telephone numbers. Students should not use their real last name or any other information which might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they meet on the computer network or Internet without their parent's permission (if they are under eighteen (18)). Regardless of his/her age, a student should never agree to meet a person he/she has only communicated with on the Internet in a secluded place or in a private setting.
- C. Hacking and Other Illegal Activities: It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

- D. Confidentiality of Student Information: Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is eighteen (18) or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures: The school, either by itself or in combination with the data acquisition site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, child pornography, or harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school Administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age seventeen (17) and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 U.S.C. Sections 254(h)(7)) as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or lewd exhibition or the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Privacy

Network and Internet access is provided as a tool for student education. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy shall, at a minimum, have his/her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student's enrollment in the District. A user violates this Policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if s/he permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.

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Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their use. Further, the user, who is eighteen (18) or older or, in the case of a user under eighteen (18), the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the District, the data acquisition site that provides the computer and internet access opportunity to the District, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.

Updates

Users, and if appropriate, the user's parent(s)/guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent(s) or guardian(s)) or such new Policy must be signed if the user wishes to continue to receive service. If after providing account information, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Guidelines for Acceptable Use

Staff, students, or community members who are specifically authorized to use the District's computers or on-line services shall comply with the following guidelines and procedures.

- A. Use appropriate language. Do not use profanity, obscenity, or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- B. Do not reveal your personal home address or phone number or those of other students or colleagues.
- C. Note that electronic mail (email) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- D. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- E. The network should not be used in such a way that it disrupts the use of the network by others.
- F. All communications and information accessible via the network should be assumed to be property of the District.
- G. Rules and regulations of on-line etiquette are subject to change by the administration.

- H. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal passwords, home addresses, and telephone numbers private. They shall use this system only under their own account information issued by the District.
- I. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- J. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- K. Users shall not view, download or transmit material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
- L. Copyrighted material may not be placed on the system without the author's permission.
- M. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
- N. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- O. Users are expected to keep messages brief and use appropriate language.
- P. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

Student Responsibility

- A. To gain access to the Internet, all students must obtain the permission of a parent or guardian.
- B. The student and parent or guardian must sign and return the appropriate form before access will be permitted.
- C. Students will never give out personal or family information such as phone numbers, credit card numbers, or home addresses via the Internet.
- D. Transmission of obscene materials, sending or receiving offensive messages or pictures from any source is prohibited.

Consequences of Unacceptable Use

Violation of this policy will result in the following:

- A. First Offense: Removal of Internet privileges for thirty (30) days and appropriate administrative action.
- B. Second Offense: Removal of Internet privileges for the remainder of the school year and appropriate administrative action.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7540.04**

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

The purpose of the District's computer network is to support and facilitate the research and education of its students and teachers by providing access to resources and the opportunity for collaboration.

The Internet provides a connection to computer systems from all over the world. The New Richmond School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that is not consistent with the educational goals of the District. The New Richmond School District cannot control what might be available on other systems. Some information is controversial and sometimes offensive. The New Richmond School District does not condone the use of such materials and will automatically cancel the accounts of those who access this kind of material.

In order for the purpose of the computer network to be achieved, established rules and procedures must be followed. The items are listed and explained below. To receive a computer network account, this agreement must be signed by the designated parties as given on the contract on the back page of this policy. Before signing this agreement, please READ THE ENTIRE POLICY. You will be responsible for abiding by these rules.

RULES

- A. Acceptable Use Standards: Acceptable uses for the Internet and other On-Line services will include, but not be limited to, the following:
 - 1. Research/Education: The use of the network must be in support of education and/or research, and must be consistent with the educational and research goals of the New Richmond School District, and authorized by the proper authority.
 - 2. General Public: Distribution of information to the general public, whereby such information is made available under School District guidelines and policies for release of information.
 - 3. Incidental Communication: Incidental communication among School District employees and professional colleagues which facilitates work assignments and professional discussion in a work-related field of knowledge.
- B. Unacceptable Use Standards: Unacceptable uses for the Internet and other On-Line services will include, but not be limited to, the following:

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1. Personal Use: Personal use other than that which is approved by the Superintendent not related to the conduct of work on behalf of the New Richmond School District or other organizations as set forth in agreements or contracts with the School District. (Interactive game playing prohibited.)
2. Unlawful Access: Efforts to gain unlawful access to information or computer and communication resources.
3. Malicious Code: Intentional introduction of, or experimentation with malicious code, such as computer worms or viruses.

4. No School Affiliation: Illegal, fraudulent, or malicious activity; political activity; commercial activity; religious promotion; or activity on behalf of organizations or individuals having no affiliation with the New Richmond School District.
 5. Copyright/Patent Violations: Transmission of materials in violation of applicable copyright laws or patents.
 6. Work Interference: Sending of messages likely to result in loss of recipients' work or systems, and any other types of use that could cause congestion of the network or otherwise interfere with the work of others.
 7. Obscene/Profane: Generating, receiving, viewing, storing, transmitting or other use of data or other matter which is abusive, profane, or offensive to a reasonable person.
 8. Sending or receiving any *other* material in violation of any U.S. or state regulation is prohibited. (This includes, but is not limited to copyrighted material, threatening or obscene material, hate mail, chain mail, harassment, discriminatory remarks, and other antisocial behavior.)
- C. Vandalism will result in cancellation of all privileges. Vandalism includes the attempt to harm or destroy data of another user, network software, or hardware.
- D. Installation of software onto the network or onto individual workstations by students is prohibited. Downloading software from the network or individual workstations is prohibited.
- E. As stated previously, accessing inappropriate materials is prohibited. Any staff member who accidentally accesses inappropriate material must immediately log out of the site and report the source of the questionable material to the network administrator.
- F. When assigned an account:
1. Select a password that is unique and that others will not be able to readily guess. A password that includes some numbers is more difficult for others to guess.
 2. DO NOT TELL OTHERS YOUR PASSWORD. You are responsible for ALL transactions involving your account. Change your password frequently, especially if you think someone might know it.
- G. All staff files and messages stored on the file server or other school owned computer equipment are property of the New Richmond School District and may be subject to periodic inspection. The New Richmond School District may make or cause to be made random internal audits of Internet or On-Line use and may monitor use at any time. There is no individual right to privacy on the School District's computer system and passwords do not guarantee confidentiality.
- H. Accounts shall be used only by the authorized user of the account for authorized purposes. You are ultimately responsible for all of the activity under your accounts.
- I. Miscellaneous Procedures:
1. Access: The New Richmond School District may register each of its user's names before any outside service is accessed.

2. Remote Access: Any employee may access a school account from a remote location other than the site designated for that account (e.g., telecommuting or checking e-mail while away from the building) only with approval of the employee's supervisor, and only for school-related reasons.
3. Anti-Virus Scan: All files retrieved from all outside sources, including the Internet, must be scanned by the user or the user's supervisor with anti-virus software before first use. P 388 389
4. Compliance Review: Violations of the Internet policy and procedures will be evaluated on a case-by-case basis by the School District. Violations may result in disciplinary action, and may include referral of a case to the appropriate authorities for civil or criminal prosecution.

NETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- A. Be polite.
- B. Use appropriate language - do not swear or use vulgar language.
- C. Keep messages brief.
- D. Do not use the network in such a way as to disrupt the use of other network users.
- E. Report all problems immediately to the network administrator.
- F. Immediately report the receipt of messages or files of questionable content or origin.

PRIVILEGE

- A. Use of the network is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege. Network administrators will determine what is inappropriate and their decision is final. Network administrators may cancel an account at any time.
- B. Accounts may be granted up to one academic year, provided that the Acceptable Use Policy contract is signed by all parties. All student accounts will be terminated at the end of each school year and may be renewed by completing another contract.

GUIDELINES FOR ACCEPTABLE USE

Staff, students, or community members who are specifically authorized to use the District's computers or on-line services shall comply with the following guidelines and procedures.

- A. Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- B. Do not reveal your personal home address or phone number or those of other students or colleagues.
- C. Note that electronic mail (e-mail) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.

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- D. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- E. The network should not be used in such a way that it disrupts the use of the network by others.
- F. All communications and information accessible via the network should be assumed to be the property of the District.
- G. Rules and regulations of on-line etiquette are subject to change by the administration.
- H. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal passwords, home addresses, and telephone numbers private. They shall use this system only under their own account information issued by the District.
- I. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- J. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- K. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
- L. Copyrighted material may not be placed on the system without the author's permission.
- M. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
- N. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- O. Users are expected to keep messages brief and use appropriate language.
- P. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

STUDENT RESPONSIBILITY

- A. To gain access to the Internet, all students must obtain the permission of a parent or guardian.
- B. The student and parent or guardian must sign and return the appropriate form before access will be permitted.
- C. Students must use computers in a responsible way.
- D. Students will never give out personal or family information such as phone numbers, credit card numbers, or home addresses via the Internet.

- E. Transmission of obscene materials, sending or receiving offensive messages or pictures from any source is prohibited.

MINIMUM CONSEQUENCES OF UNACCEPTABLE USE

Violation of this policy will result in the following:

- A. First Offense: Removal of Internet privileges for thirty (30) days and appropriate administrative action.
- B. Second Offense: Removal of Internet privileges for the remainder of the school year and appropriate administrative action.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7540.05**

WEB PAGE DEVELOPMENT ACCEPTABLE USE POLICY

The District's web site provides information to the world about school curriculum, instruction, school-authorized activities and other general information relating to our schools and our District's mission. The pages also serve as a link to educational resources on the Internet for students and staff to access. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authorizing privileges or other disciplinary measures.

Subject Matter

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Therefore, staff may not publish personal home pages as part of the District Web Sites or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality

- A. All web page work must be free of spelling and grammatical errors.
- B. Documents may not contain objectionable material or point (link) directly to objectionable material.
- C. Regarding the question of quality or propriety of Web page material, appearance, or content, the judgment of the Superintendent and/or the Superintendent's designee will prevail.

Ownership and Retention

All Web pages on the District's server(s) are property of the school district.

Guidelines for Teacher/Class Page Content

Teacher web pages may include the following elements:

- A. Classroom goals and objectives
- B. Homework assignments
- C. Grading policy
- D. Links to curriculum related web sites
- E. Information about the class as a whole such as special projects, field trips, goals, etc.
- F. Examples of student work (used only with student/parent permission). Reasonable care should be taken to ensure that the content is owned solely by the student. Plagiarism in any form is not permitted.
- G. Personal information related to teaching assignment
- H. Original teaching materials
- I. Link to a possible class page
- J. Date when page was last updated
- K. Name and email of teacher (All e-mail links must be an "@nrschools.org" address.)
- L. "Borrowed" material (graphics, etc.) can be posted only with the written (email or otherwise) permission of the author, which should be stated on the page, (This does not include free graphics available on the Internet or in clip art collections.)

Safeguards

- A. Student photographs may be published with parent permission, but never identify photos with the student's name, address, phone number, or other personal information. A student's name and photo shall not appear on the same page.
- B. Documents may not include a student's phone number, address, email address, or names of other family members or friends
- C. Web page documents may not include any information, which indicates the physical location of a student at any given time, other than attendance at a particular school, or participation in activities.

Avoid

- A. Resumes and personal message
- B. Non-job related personal information
- C. Personal opinions about school policy or related controversial issues

Policy Violations

- Market Street School 5:00 p.m. January 20, 2009
- A. Appropriate disciplinary action will ensue should staff violation of these guidelines occur
- B. It is important to note that criminal and civil penalties may attach to violations in certain circumstances

Disclaimer

The New Richmond Exempted Village School District disclaims any responsibility for violations of this policy. The individual will bear liability for any damage caused as a result of failing to adhere to the policy provisions.

I agree to abide by this District Web Page Acceptable Use Policy.

Name

Building

Signature

Date

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7541**

ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN

The Board of Education is committed to maintaining and protecting the District's Information System. The Board believes that a complete and accurate Information System which includes educational, student, fiscal and personnel information is vital to the Board's ability to deliver uninterrupted educational service to the community it represents. To that end, the Superintendent, in conjunction with the Treasurer, is directed to develop, test and maintain an *Electronic Data Processing Disaster Recovery Plan* for use in the event a disaster should disable the District's electronic data processing equipment.

The Plan may include:

- 2009
- Market Street School 5:00 p.m. January 20,
- A. a reciprocal agreement with a neighboring school district or data acquisition site, which outlines the scope of reciprocal services such as access to the computer facility of the alternative, computer time and personnel assistance, and costs;
 - B. adequate equipment insurance;
 - C. a list of the applications that are used by the District;
 - D. procedures used to backup all programs and data on a daily, monthly, quarterly and year-end basis;
 - E. backup storage off-site;
 - F. maintenance agreements for hardware and software (including, but not limited to the operating system);
 - G. a list of vendor contacts to be called for the immediate replacement of disabled equipment or corrupted software;
 - H. as a last resort, the procedure to create payroll checks and budgetary checks, and perform other necessary accounting functions, manually.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**PROPERTY
7550**

JOINT USE OF FACILITIES

The Board of Education advocates the joint expenditure of District funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with each or all of the governing bodies of municipalities comprising the District, the Board of County Commissioners, and other school districts or educational institutions in acquiring, improving, equipping, operating, or maintaining such joint-use facilities as parks, playgrounds, or playing fields.

R.C. 3313.59

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8000**

8000

OPERATIONS

8120

The Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA)

8141

Mandatory Reporting of Misconduct by Licensed Employees

Market Street School	5:00 p.m.	January 20,	2009
8142	Criminal History Record Check for Contracted School Services		
8210	School Calendar		
8220	School Day		
8310	Public Records		
8315	Information Management		
8320	Personnel Files		
8330	Student Records		
8340	Letters of Reference		
8350	Confidentiality		
8351	Security Breach of Confidential Databases		
8400	School Safety		
8405	Environmental Health and Safety Issues		
8420	Emergency Situations as Schools		
8431	Preparedness for Toxic Hazard and Asbestos Hazard		
8442	Reporting Accidents		
8442.01	Workers' Compensation		
8450	Control of Casual-Contact Communicable Diseases		

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8452	Automatic External Defibrillators (AED)
8453.01	Control of Blood-Borne Pathogens
8462	Student Abuse and Neglect
8470	Sex Offender Notification
8500	Food Services
8510	Wellness
8531	Free and Reduced-Price Meals
8540	Vending Machines
8600	Transportation
8600.04	Bus Driver Certification
8640	Transportation for Field and Other District-Sponsored Trips
8650	Transportation by School Van
8651	Nonroutine Use of School Buses
8660	Transportation of Students by Private Vehicle
8710	Insurance
8740	Bonding
8760	Student Accident Insurance
8770	Joint Self-Insurance Pool
8800	Religious/Patriotic Ceremonies and Observances
8900	Anti-Fraud

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8120**

**THE DECLARATION REGARDING MATERIAL
ASSISTANCE/NON-ASSISTANCE TO A TERRORIST
ORGANIZATION (DMA)**

A completed DMA form shall be required of any applicant under final consideration of employment with the Board of Education and any private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually. The completed DMA form shall serve as confirmation that the Board is not providing financial remuneration to any person or entity that aids or supports a terrorist organization on the Terrorist Exclusion List.

A private person or entity with whom the Board enters into frequent contracts may apply for pre-certification. Pre-certification is specific to the District and is effective for one (1) year at a time.

A "yes" answer to any of the questions on the DMA form must be reported immediately to the Ohio Department of Security's Division of Homeland Security and necessarily results in the denial of employment and/or a public contract.

When a DMA form is submitted to the Board, the District must retain it in accordance with its records retention schedule.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT****OPERATIONS
8141****MANDATORY REPORTING OF MISCONDUCT
BY LICENSED EMPLOYEES**

The Board of Education recognizes its responsibility to effectively address employee misconduct and, where determined appropriate, to provide a measured disciplinary response consistent with due process. In addition, with respect to licensed professional staff members, matters of misconduct, including guilty pleas and/or conviction of certain crimes (including intervention in lieu of conviction and/or pre-trial diversion programs) enumerated by law and/or conduct which is unbecoming to the teaching profession under certain specific circumstances, will be reported by the Superintendent (or Board President if the Superintendent or Treasurer are determined to have engaged in such misconduct) to the Ohio Department of Education.

Definitions

"Licensed professional staff member" refers to Board employees who hold an educator's license or certification with the Ohio Department of Education (ODE) (including the Treasurer and Business Manager), educational assistants (aides with a permit and paraprofessionals with a license from ODE), individuals holding a one (1) year conditional teaching permit in the area of intervention specialist or seeking an alternative educator license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a Pupil Activity Program Permit.

The definition of "conduct unbecoming the teaching profession" is set forth in the Licensure Code of Professional Conduct for Ohio Educators enacted by the Ohio State Board of Education and includes:

- A. crimes or misconduct involving minors;
- B. crimes or misconduct involving school children;
- C. crimes or misconduct involving academic fraud;
- D. crimes or misconduct involving the school community;
- E. making, or causing to be made, any false or misleading statement or concealing a material fact in obtaining the issuance or renewal of any educator licensing documents;
- F. the violation of the terms and conditions of a consent agreement with the State Board of Education;
- G. a plea of guilty to or a finding of guilt or conviction upon any offense enumerated under R.C. 3319.39, or a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein;
- H. a failure to adhere to the Licensure Code of Professional Conduct for Ohio Educators enacted by the Ohio State Board of Education.

Reporting Professional Misconduct

The Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members, under any of the following circumstances:

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- A. When the Board obtains knowledge that a licensed professional staff member has pled guilty, has been found guilty, or has been convicted, and/or subject to a judicial finding for intervention in lieu of conviction and/or participated in a pre-trial diversion program for a crime specified in R.C. 3319.31(B)(2) or R.C. 3319.39(B)(1), including but not limited to any felony, any misdemeanor

sex offense, any offense of violence, any theft offense and any drug abuse offense that is not a minor misdemeanor.

A comprehensive list of the crimes which must result in a report are set forth in AG 3121.

- B. When the Board has initiated termination or non-renewal proceedings against a professional staff member who is reasonably believed to have committed an act that is unbecoming to the teaching profession.
- C. When the professional staff member has resigned under threat of termination or non-renewal for any of the reasons set forth in paragraphs A and B above.
- D. When the professional staff member has resigned during the course of an investigation of alleged misconduct which is reasonably believed to be unbecoming to the teaching profession.

Misconduct by Superintendent or Treasurer

If the employee to whom any of the above conditions apply is either the Superintendent or Treasurer, the Board President shall make the report required under this policy and in accordance with R.C. 3319.313.

Failure to File Report/Filing of False Report

The Board acknowledges that if the Superintendent (or Board President, where applicable) knowingly fails to file a required report of misconduct by a licensed educator or cause a false report of misconduct by a licensed employee of the Board to be filed, they will be subject to criminal penalties under law. In addition, failure to file a required report will subject the designated reporter to a potential denial, limitation, suspension or revocation of the educator license of such designated reporter.

Investigation Reports Regarding Professional Misconduct

Reports of any investigation regarding whether or not a professional staff member has committed an act or offense for which the Superintendent or Board President is required to make a report to the Ohio Department of Education, as set forth above, shall be kept in the personnel file of the professional staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that professional staff member's license or permit, the report(s) of any investigation will be moved to a separate public file.

Suspension From Duties Involving Care, Custody or Control of a Child

In accordance with Policy 3138 and Policy 4138, the Superintendent, Treasurer, or Board (depending upon the position of the employee being charged) shall immediately suspend a licensed employee from all duties that require the care, custody, or control of a child during any pending criminal action for which that person has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.31(C).

A comprehensive list of the crimes which must result in a suspension are set forth in AG 3121.

R.C. 3319.31, 3319.311, 3319.313, 3319.317, 3319.39, 3319.392, 3319.40
A.C. 3301-73-21

2009

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8142**

**CRIMINAL HISTORY RECORD CHECK FOR CONTRACTED
SCHOOL SERVICES**

In accordance with State law, the Board of Education requires a criminal background check including information from the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) of each person employed by a private company under contract with the Board to provide essential school services and who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody or control of a child.

"Essential school services" is defined to mean services provided by a private company that the Board or Superintendent has determined are necessary for the operation of the District and that would need to be provided by employees of the District if the services were not provided by the private company. No such individual, employed by a private company to provide essential school services under a contract with the Board, shall be permitted to work within the District unless one of the following applies to the individual:

- A. The private company provides proof of either of the following to the Superintendent:
 - 1. that the individual has been the subject of a criminal records check in accordance with R.C. 3319.39 within the last five (5) years immediately prior to the date on which the person will begin working in the District; and
 - 2. that the criminal records check indicates that the individuals has not been convicted of or pleaded guilty to any offense described in R.C. 3319.39(B)(1); or
- B. During any period of time in which the individual will have routine interaction with a child or regular responsibility for the care, custody, or control of a child, the Superintendent has arranged for a District employee to be present in the same room with a child or, if outdoors, within a thirty (30) yard radius of the child or to have visual contact with the child.

R.C. 3319.392

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8210**

SCHOOL CALENDAR

Market Street School

5:00 p.m.

January 20, 2009

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

The Board shall determine annually the total number of days when the schools will be in session for instructional purposes. For purposes of receiving State-school aid, such days shall be no fewer than 182. Furthermore, the Board requires that an observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff.

Prior to each school year, the Board shall approve the contingency plan the Superintendent prepares for the makeup of lost school days beyond the five (5) days that can be waived. The plan shall be in accordance with the terms of applicable collectively-bargained agreements and Ohio law.

A school day may be waived if the closing is due to disease, epidemic, hazardous weather conditions, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations and the number of allowable calamity days has not been exceeded. Any school days lost in excess of the allowable number of calamity days shall be made up in accordance with the approved contingency plan.

A regularly-scheduled school day that is reduced in length by no more than two (2) hours due to hazardous weather conditions may be counted as a full school day for the purpose of meeting the minimum number of school days.

If the Board closes school or evacuates any school building due to disease, epidemic, hazardous weather conditions, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations, and the total number of full school days specified in the approved contingency plan is insufficient to enable the District to meet the required minimum number of school days, the District may make up such school day(s) in one-half hour (1/2) increments added to other school days. If the Board is able to make up the shortage of hours or days by increasing the length of one or more school days, then it will not be required to actually make up any of the days specified in the approved contingency plan. In no case, however, will the Board fail to make up the total number of days/hours specified in the contingency plan.

A regularly-scheduled school day that is reduced in length due to a bomb threat, or any other report of an alleged or impending explosion may be made up in one-half hour (1/2) increments added to other school days.

If a regularly scheduled day is reduced in length due to a bomb threat or report of an alleged or impending explosion, and school is also closed or evacuated on a different day due to disease epidemic, hazardous weather conditions, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations, then the provisions set forth in State law regarding the closure of school regarding a bomb threat shall apply as to the bomb threat. Conversely, the applicable provisions set forth in State law shall apply to the closure of schools due to epidemic, hazardous weather conditions, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations.

The school calendar and the number of days of student instruction shall be consistent with the provisions of the collectively bargaining agreements between the District and its employees.

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R.C. 3313.602, 3313.48, 3313.62, 3313.63, 3317.01 (B), 3313.482

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8220**

SCHOOL DAY

The Board of Education authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the schools are closed for a period of time. S/He shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and the conduct of such activities.

R.C. 3313.48, 3317.01

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8310**

PUBLIC RECORDS

It is the policy of the Board of Education (hereinafter the "Board") that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Board too adhere to the state's Public Records Act.

Public Records

This Board, in accordance with the Ohio Revised Code, defines records as including the following: Any document - paper, electronic (including, but not limited to e-mail), or other format - that is created or received by, comes under the jurisdiction of a public office that documents the organization, functions, records of the district are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Market Street School

5:00 p.m.

January 20, 2009

It is the policy of the Board that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail policy). Additionally record retention schedules are to be updated regularly and posted prominently.

Records Request

Each request for public records should be evaluated for a response using the following guidelines:

- A. Although no specific language is required to make a request, the requester, must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian may deny the request but shall provide the requester with an opportunity to revise the request by informing the requestor of the manner in which the office keeps its records.
- B. There is no requirement that an individual making a public records request put a records request in writing to provide his or her identity or the intended use of the requested public record. However, the Board may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use, but only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or intended use and when a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.
- C. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records shall be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" shall take into account the volume of records requested; the proximity of location where the records are stored; and the necessity for any legal review of the records requested.
- D. Any denial of public records requested shall include an explanation, including citation to legal authority. If portions of the records are public and portions are exempt, the exempt portions are to be redacted and the public portions released. If there are redactions, each redaction must be accompanied by a supporting explanation, including citation to legal authority.

Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

The charge for paper copies is ten (\$.10) cents per page.

The charge for downloaded computer files to a compact disc is \$1.00 per disc.

There is no charge for documents sent via e-mail.

Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.

Market Street School

5:00 p.m.

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E-Mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this district are instructed to retain their e-mails that relate to public business

(see Public Records) and to copy them to the business e-mail accounts and/or to the office's records custodian.

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying them in accordance with the Public Records Act.

Failure to Respond to a Public Records Request

The Board recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Board's failure to comply with a request may result in a court ordering the Board to comply with the law and to pay the requester's attorney's fees and damages.

DATA AND RECORDS RETENTION - PROCEDURES

The District Records Commission shall consist of the Board President, Treasurer, and Superintendent. The Treasurer shall serve as chairman/secretary of the Records Commission.

The District Records Commission shall develop a schedule of record retention and disposal (RC-2). Said schedule shall be approved by the Ohio Historical Society and the State of Ohio Auditor's Office.

The commission designates the following personnel as records officers and will communicate with them in regards to matters related to record retention and disposal:

Area

Record Officers

Central Administration
Fiscal Operation
Special Services
Food Service
Schools
LHS Guidance
Transportation

Superintendent
Treasurer
Special Education Director
Food Service Director
Building Principal
Guidance Counselor
Transportation Director

Procedures for Records Disposal

- A. The District records secretary will initiate annually by April 1, procedures to dispose of records according to the approved RC-2 schedule.
- B. A notice from the District records secretary and copies, as needed, of the certificate of records (RC-3) disposal form will be distributed to those designated as records officers (instructions are on the back of the form).
- C. Records officers are to list those eligible, disposable records on the certificate of records (RC-3) disposal form according to our schedule.
- D. The completed certificate of records (RC-3) disposal form is to be returned by April 15 each year to the District records secretary.

Market Street School

5:00 p.m.

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- E. After the certificates of records (RC-3) disposal form have been reviewed by the District records secretary, they will be forwarded to the District Records Commission by May 1 for action at its annual meeting to be held prior to the beginning of a May Board meeting. Minutes will be kept.
- F. When District records have been approved for disposal, the records commission shall send a list of such records to the Auditor of State. If he/she disapproves the action by the commission, in whole or in part, he/she shall so inform the commission within a period of sixty (60) days and these records shall not be destroyed. Before public records are disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of sixty (60) days to select for its custody such public records as it considers to be continuing historical value.
- G. A copy of the records officers certificate of records (RC-3) disposal form should be maintained by them for their records.

RECORD RETENTION AND DESTRUCTION KEY TO SCHEDULE	
1000	Board and Administrative Records
2000	Employee Records
3000	Student Records
4000	Building Records
5000	Central Department
6000	Financial Records
7000	Payroll Related Records
8000	Reports
9000	Other

Symbol meanings: "After end of fiscal year" means the number of years specified plus the current year.
"Provided Audited" means the record series has been audited by the Auditor of State and the audit report released.

1. TO: _____ Records Commission #: _____
2. FROM: _____
3. Certification: No records shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No records shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to microfilmed and the originals destroyed, please stipulate.

Authorized department official:

Name title Date

4. Approvals: Chairman, Records Commission:

Name Date

Market Street School

5:00 p.m.

January 20,

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Ohio Historical Society:

Name

Date

Auditor of State:

Name

Date

5. SCHEDULE NUMBER	6. RECORD TITLE AND DESCRIPTION		7. RETENTION PERIOD	8. FOR USE BY APPROVING AGENCIES
1000 - BOARD AND ADMINISTRATIVE RECORDS				
1101	Minutes	Treasurer	permanent	
1101.1	Audio Tapes	Treasurer	2 yrs.*	
1102	Blueprints, Plans, Maps	Business Office & Secretary	permanent	
1103	Deeds, Easements, Lease, Abstracts	Treasurer	permanent	
1104	Board Policy Books and Other Adopted Policies	Superintendent & Secretary	1 yr. after superceded	
1105	Administrative Regulations	Superintendent & Secretary	1 yr. after superceded	
1106	Court Decisions	Treasurer	permanent	
1107	Claims and Litigation	Treasurer	permanent	
1201	Elections	Treasurer	10 yrs.	
1202	Records Commission (Records Disposal)	Treasurer	10 yrs.	
1203	Agreements (Bargaining & Other)	Treasurer	10 yrs.	
1204	Budget Policy Files	Treasurer	5 yrs.	
1301	Workers' Compensation Claims	Treasurer	10 yrs after financial payment made	
1302	Rank Depository Agreements	Treasurer	4 yrs. after completion	
1303	Organization Reports	Treasurer	2 yrs.**	
1304	Board Meeting Notices	Treasurer	1 yr.	
1305	Agendas	Treasurer	1 calendar yr.**	
1401	Adopted Courses of Study	Superintendent & Secretary	until superceded	

2009

1000 - BOARD AND ADMINISTRATIVE RECORDS, cont'd				
1402	Adopted Special Education Programs	Superintendent & Secretary	until superceded	
1403	Adopted Special Programs	Superintendent & Secretary	until superceded	
1404	E-mail	All Administrators	90 days	
*After end of fiscal year				
**Provided Audited				

2000 - EMPLOYEE RECORDS (Employee Files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which became part of the file.)				
2101	Certificated Active Employees	All employee files, active or inactive, are the responsibility of the Supt/Personnel and Secretary in the central office	permanent	
2102	Classified Active Employees		permanent	
2103	Certificated Inactive Employees		permanent***	
2104	Classified Inactive Employees		permanent***	
2105	Civil Rights, Civil Service and Disciplinary Reports	Asst Supt/Personnel & Secretary	permanent***	
2107	Retirement Letters		permanent***	
2108	Substitute Records		25 yrs.	
2301	Employee Contracts and Salary Notices	Treasurer	4 yrs. after termination from employment	
2302	Professional Conferences Application	Supt/Personnel & Secretary	2 years**	
2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer	4 yrs. after contract expires	
2304	Unemployment claims	Treasurer	4 yrs. after final claim paid	
2305	Unemployment Records	Treasurer	4 yrs.**	
2306	Applications (not	Supt/Personnel &	2 yrs.**	

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	hired)	Secretary		
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2000 - EMPLOYEE RECORDS (Employee Files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which became part of the file.), cont'd				
2307	Schedules of Employees	Supt/Personnel & Secretary	fiscal yr. plus 2 yrs.	
2308	Student Helper Applications		2 yrs.	
2309	Teacher Personnel Reports (internal)		Fiscal yr. plus 1 yr.	
2310	I-9 Immigration Verification Forms	Treasurer	termination of employment plus 1 yr.	
2401	Job Descriptions	Supt/Personnel & Secretary	until superceded	
*After end of fiscal year				
**Provided Audited				

3000 - STUDENT RECORDS				
3101	Student Records Folders Enrollment/Withdrawal Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	Building Secretary	permanent***	
3102	Office Record Card (K-9) (each student enrollment)	Building Secretary	permanent***	
3103	Cosmetology Records	Vocational Secretary	permanent***	
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Building Secretary	through graduation	
3202	Discipline Records Letters to Parents Office Discipline	Building Secretary	until student leaves Elem, Jr. Hi, or HS	

3000 - STUDENT RECORDS, cont'd				
3203	Psychological Records (Restricted)	Sp. Ed. Secretary/Nurse	7 yrs.	
3204	Child Abuse/Neglect Referral Letters	Building Secretary	through graduation	
3301	Teacher Grade Book/Records	Building Secretary	3 yrs.**	
3302	Pre-School Screening Profiles	Building Secretary	3 yrs.	
3303	Age and Schooling Records (Work Permits)	Building Secretary	3 yrs.	
3304	Accident Reports	Nurse/Building Sec	5 yrs. provided no action pending	
3305	Individual Educational Plan (IEP)	Building Secretary & Sp. Ed. Secretary	7 yrs.	
3306	Free/Reduced Price Lunch Applications	Building Secretary	4 yrs.	
3401	Emergency Information	Building Secretary	until superceded	
*After end of fiscal year				
**Provided Audited				
***Hard copy maintained for 5 years after student leaves system, then microfilmed				

4000 - BUILDING RECORDS				
4202	Tornado & Fire Drill Records	Building Secretary	1 yr.*	
4203	Building & Health Inspections	Building Secretary	7 yr.*	
4301	Student Activity Records Pay-in Forms Pay-out Forms Account Forms/Dist. Budget Forms Req/Purchase Orders Purpose Clauses Sales Potential Projects Ticket Sales Reports	Building Secretary	2 yrs.	
4302	Receipts/Deposit Slips	Building Secretary	4 yrs.**	
4303	Budget/Appropriation Records	Building Secretary	4 yrs.**	
4304	Req/Purchase Orders	Building Secretary	4 yrs.**	
4401	Textbook Inventories	Building Secretary	until superceded	
4402	Supplies Inventories	Building Secretary	until superceded	
4403	Student Handbooks	Building Secretary	until superceded	
*After end of fiscal year				
**Provided Audited				

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5000 - CENTRAL DEPARTMENTAL RECORDS				
Administrative Offices				
5201	School Calendars	Superintendent Secretary	5 yrs.	
5301	Repair, Installation & Maintenance Records	Secretary Supt.	4 yrs.**	
5302	Prevailing Wage Records	Secretary Treasurer	4 yrs.**	
5303	Rental Information (Use of Facilities)	Secretary Treasurer	4 yrs.**	
5304	Work Orders	Maintenance Supvr./Secretary	4 yrs.**	
5305	Environmental Reports and Data (Asbestos, etc.)	Secretary Supt.	4 yrs.**	
5306	Vandalism Reports	Secretary Supt.	4 yrs.**	
5307	Student Activity Purpose Clauses	Secretary Treasurer	4 yrs.**	
5308	Sales Potential Forms (Student Activities)	Secretary Treasurer	4 yrs.**	
5309	Bids and Specifications (Unsuccessful)	Secretary Treasurer	1 yr.**	
5310	Bids & Specifications (Successful)	Secretary Treasurer	4 yrs./completion of project**	
5311	Contractor Files (Resolutions, additions, Drawings, etc.)	Secretary Treasurer	until project complete, if no action pending**	
5401	Preventative Maintenance Reports	Secretary Supt.	fiscal yr. plus 2 yrs.	
5402	Warranty/Guarantee	Secretary Treasurer	life/warranty of equipment	
5403	Plant and Equipment Inventory	Secretary Treasurer	until superceded**	
5404	Textbook/Workbook Inventory	Curriculum Dir. & Secretary	until superceded	
5405	Supplies Inventory	Secretary Supt.	until superceded	
Special Education Department				
5221	Special Education Tutoring Reports	Sp. Ed. Secretary	10 yrs.	
5222	Individual Educational Plan (IEP)	Building Secretary & Sp. Ed. Secretary	7 yrs.	
5223	Psychological Records (Restricted)	Sp. Ed. Secretary & Nurse	through graduation	
Transportation Department				
5340	Driver Physical	Transportation Secretary	2 yrs. after termination	
5341	Fuel Consumption Data	Transportation	4 yrs.**	

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		Secretary		
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5000 - CENTRAL DEPARTMENTAL RECORDS, cont'd				
5342	Transportation Records	Transportation Secretary	4 yrs.**	
5343	Field Trip Forms & Volunteer Driver Forms	Transportation Secretary	fiscal yr. plus 2 yrs.	
5441	Accident Reports	Transportation Secretary	3 yrs. provided no action pending	
5442	Vehicle Registration	Business Office & Secretary	life of vehicle	
5443	Vehicle License	Business Office & Secretary	until termination plus 1 yr.	
5444	Abstracts	Transportation Secretary	1 yr.	
5445	Certification, Superintendent	Transportation Secretary	1 yr.	
5446	Supplies Inventory	Transportation Secretary	until superceded**	
5447	Vehicle Defect Report	Transportation Secretary	life of vehicle	
Food Service Department				
5261	Food Service Records Menus Food Production Mild Sold Students Served	Café Supervisor	4 yrs.**	
5262	Lunchroom Records Cash Register Tapes Cashier's Daily Reports	Café Supervisor	4 yrs.**	
5263	Lunchroom Reports (Free and Reduced)	Café Supervisor	4 yrs.	
5461	Lunchroom Lists (Free and Reduced)	Café Supervisor	7 yrs.	
5462	Inventories	Café Supervisor	until superceded**	
5463	License, Lunchroom	Bldg. Secretary & Café Supervisor	Until terminated plus 1 yr.	
*After end of fiscal year				
**Provided Audited				

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6000 - FINANCIAL RECORDS				
6101	Annual Financial Reports Appropriation Ledgers Budget Ledgers Revenue Journal Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	Treasurer	5 yrs.**	
6102	Activity Fund Cash Journal and Ledger	Treasurer	5 yrs.**	
6103	Bond Register	Treasurer	20 yrs. after issue expires	
6104	Securities	Treasurer	permanent***	
6201	Investment Ledger	Treasurer	5 yrs.**	
6202	Foundation Distribution	Treasurer	5 yrs.**	
6203	Tax Settlements (Semi-Annual) and Advances	Treasurer	5 yrs.**	
6204	Budgets (Annual)	Treasurer	5 yrs.**	
6205	Insurance Policies	Treasurer	15 yrs. after expiration provided all claims settled	
6206	Contracts	Treasurer	15 yrs. after expiration	
6207	Bonds and Coupons	Treasurer	until bond issues redeemed	
6208	Accounts Payable Ledgers	Treasurer	5 yrs.**	
6209	Accounts Receivable Ledgers	Treasurer	5 yrs.**	
6210	Budget Work Papers	Treasurer	5 yrs.**	
6211	Vouchers, Invoices and Purchase Order	Treasurer	10 yrs.**	
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.	Treasurer	10 yrs.**	

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6213	Federal Program Files Title I, II, III, IV-B, IV- C, & VI-B; Chapter 1, 2; Drug Free, etc	Treasurer	10 yrs.**	
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6000 - FINANCIAL RECORDS, cont'd				
6214	Travel Expense Vouchers	Treasurer	10 yrs.**	
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Treasurer	10 yrs.**	
6216	State Reimbursement Settlement Sheets	Treasurer	5 yrs.**	
6217	Unemployment Claims	Treasurer	5 yrs.	
6218	Employee Bonds, Board Member Bonds	Treasurer	5 yrs.	
6219	Certificate of Estimated Resources	Treasurer	5 yrs.	
6220	Appropriation Resolutions	Treasurer	5 yrs.	
6222	Tax Appointments, Semi-Annual	Treasurer	5 yrs.	
6301	Cancelled Checks and Bank Statements	Treasurer	4 yrs.**	
6302	Publication Notice	Treasurer	4 yrs.**	
6303	Tuition Fees and Payments	Treasurer	4 yrs.**	
6304	School Finance (S.F.) Monthly Statement	Treasurer	4 yrs.**	
6305	Investment Records (May include individual record of investments, bank confirmation wire transfers, copy of CD, etc)	Treasurer	4 yrs.**	
6306	Travel Expense Reports Board and Employees	Treasurer	4 yrs.**	
6307	State Sales Tax Reports	Treasurer	4 yrs.**	
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits Cancelled Checks, Reports)	Treasurer	4 yrs.**	
6309	Student Activity Fund: Budgets, Purpose, Evaluation	Treasurer	4 yrs.**	
6310	Check Registers	Treasurer	4 yrs.**	
6311	Deposit Slips/Cash Proofs	Treasurer	4 yrs.**	
6312	Bids and Specifications (Accepted and Rejected)	Treasurer	4 yrs.**	

6000 - FINANCIAL RECORDS, cont'd				
6313	Receipt Books	Treasurer	4 yrs.**	
6314	Extra Trip Records	Treasurer	4 yrs.**	
6315	Monthly Financial Reports	Treasurer	4 yrs.**	
6316	Accounting Data	Treasurer	4 yrs.**	
6317	Contracts: Service	Treasurer	4 yrs.**	
6318	State Subsidy Requests Applications for driver education, Pupil transportation, Special Education, etc.	Treasurer	3 yrs**	
6319	Delivery/Packing Slips	Treasurer	1 yr.**	
6401	Requisitions	Treasurer	1 yr.*	
*After end of fiscal year **Provided Audited ***Hard copy maintained for 3 years after audit, then microfilmed				

7000 - PAYROLL RELATED				
7001	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Treasurer	Permanent***	
7102	Earnings Registers By Staff Member By Calendar Year	Treasurer	Permanent***	
7103	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	Treasurer	Permanent***	
7201	Bureau of Employment Service Quarterly Reports	Treasurer	7 yrs.	
7302	W-2 (Employer Copy)	Treasurer	6 yrs. and current**	
7303	Ohio Income Tax (Monthly/Annual)	Treasurer	6 yrs. and current**	
7304	City Income Tax (Monthly/Annual)	Treasurer	6 yrs. and current**	
7305	School Income Tax (Monthly/Annual)	Treasurer	6 yrs. and current**	
7306	Payroll Reports (All Reports Used for Each Payroll-Computer Generated-except those	Treasurer	4 yrs.**	

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	listed under 7001, and 7102-3 above)			
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7000 - PAYROLL RELATED, cont'd				
7307	Payroll Update Listings	Treasurer	4 yrs.**	
7308	Payroll Calculations	Treasurer	4 yrs.**	
7309	State Teachers System and School Employees Retirement System Waivers	Treasurer	4 yrs.**	
7310	School Employees Retirement System (SERS) Reports	Treasurer	4 yrs.**	
7311	State Teachers Retirement System (STRS) Reports	Treasurer	4 yrs.**	
7312	Annuity Reports	Treasurer	4 yrs.**	
7313	Benefit Folder/Report	Treasurer	4 yrs.**	
7314	Employee Request and/or Authorization (Sick, Vacation, Personal, or Other Leave)	Treasurer	4 yrs.**	
7315	Deduction Reports Voluntary Employment Payroll Deductions	Treasurer	4 yrs.**	
7316	Employee Vacation/Sick Leave Records	Treasurer	4 yrs.**	
7317	Time Sheets	Treasurer	1 yr. **	
7318	Overtime Authorization	Treasurer	6 yrs.	
7319	Employee Insurance Bills, Medical, Dental, Life	Treasurer	4 yrs.**	
7323	Paycheck Register (Not Ledgers)	Treasurer	4 yrs.*	
7324	Payroll Bank Statement	Treasurer	4 yrs.**	
7401	Deduction Authorization	Treasurer	until superceded or employee terminated	
*After end of fiscal year				
**Provided Audited				
***Hard copy maintained for 5 years after student leaves system, then microfilmed				

8000 - REPORTS				
8201	State Audit Reports	Treasurer	5 yrs.	
8202	#59 and #659 or #4502 Reports	Treasurer	5 yrs.	

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8203	#25 and #625 Reports	Treasurer	5 yrs.	
8204	School Finance (S.F.) Reports	Treasurer	5 yrs.	

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8000 - REPORTS, cont'd				
8205	Special Education (S.E.) Reports	Sp. Ed. Secretary & Supt Secretary	7 yrs.	
8206	Vocation Education (V.E.) Reports	Supt. Secretary & Voc Secretary	5 yrs.	
8207	Ohio Common Core Data (OCCD) Reports	Supt. Secretary	5 yrs.	
8208	Drivers Education Reports	Treasurer	5 yrs.	
8209	Ohio Dept. of Education (O.D.E.) Reports	Bldg. Secretary & Supt. Secretary	5 yrs.	
8210	North Central Reports	Building Secretary	10 yrs.	
8211	OS/Civil Rights Reports	Supt. Secretary	10 yrs.	
8212	Title IX Reports	Supt. Secretary	10 yrs.	
8214	State Minimum Standards	Supt. Secretary	10 yrs.	
8301	Personnel State Reports-Currently SF-1, CS-1	Secretary, Personnel	4 yrs.**	
8302	County Auditor: Annual Wages (for W.C.)	Treasurer	5 yrs.	
8303	County Auditor: Bank Balance Certification	Treasurer	5 yrs.	
8304	Transportation	Transportation Director	4 yrs.**	
*After end of fiscal year				
**Provided Audited				

9000 - OTHER				
9101	Personnel Directory	Supt. Secretary	10 yrs.	
9102	Enrollment Record (By Grade and Building)	Supt. Secretary	Permanent***	
9202	School Calendars	Supt. Secretary	5 yrs.	
9203	Building, Boiler, Maintenance Reports	Business Office & Secretary	2 yrs.*	
9402	Handbooks, Employee	Supt. Secretary	until superceded	
9403	Directives, Standards, Laws from Local, State, and Federal Governmental Agencies	All Secretaries	until superceded	
9404	Attendance Area Records	Supt. Secretary	until superceded	
9405	Health Reports	Pupil Personnel & Secretary	2 yrs.*	
*After end of fiscal year				
**Provided Audited				

R.C. §§9.01; 149.35, 149.41, 149.43

R.C. 3313.29, 3319.311, 3319.321, 3701.028

"Family Educational Rights and Privacy Act of 1974," 88 Stat. 571.20

U.S.C.A. 123g

Auditor of State Circular 81-8

R.C. 2,3 Ohio Historical Society

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8315**

INFORMATION MANAGEMENT

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the District outside the "Records Retention Schedule" in AG 8310A. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in AG 8310A. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the "Records Retention and Disposal" requirements of AG 8310E. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" in AG 8310A include:

- A. when the Board has specific information and/or written notice from an individual, parent or student of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Employment Relations Board, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Employment Relations Board, U.S. Department of

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Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;

- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation against that third party;
- G. when the Superintendent recommends the termination of an employee to the Board pursuant to R.C. 3319.16, and R.C. 3319.081, R.C. Chapter 124, or a labor contract;
- H. when the Board explores, contemplates or initiates litigation.

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" – including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a "Litigation Hold"

The Board or the Superintendent may initiate a "Litigation Hold" under this policy. If the Superintendent initiates a "Litigation Hold," s/he or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in implementation of the "Litigation Hold Procedure" outlined in AG 8315.

A "Litigation Hold" shall remain in place until removed by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" in AG 8310A once the "Litigation Hold" is removed.

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The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a "Litigation Hold." This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315

F.R.C.P. 34, 37(f)

O.R.C.P. 34, 37(F)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8320**

PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that accurate, necessary and relevant records exist concerning an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and job performance, including, but not limited to completed evaluations of the employee. Such records will be kept in compliance with the laws of the State of Ohio.

The Board delegates the maintenance of an employee personal information system to the Superintendent.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Employees asked to supply information for a personnel file shall be informed whether the requested information is legally required. If it is not, s/he may decline to supply the information.

Only that information which pertains to the professional role of the employee may be placed in an employee's official record file by duly authorized Board personnel.

The employee shall have access to his/her file upon request.

Personnel records are predominantly public records and to that extent must be made available for inspection and copying in accordance with State and Federal laws pertaining to same. In accordance with the Federal Privacy Act and case law, the Board shall refrain from disclosing an employee's social security number when releasing personnel records. Personnel records shall be monitored regularly to assure compliance with this policy and the law. Records deemed no longer accurate, relevant or necessary under this policy may be submitted to the District Records Commission for disposal in accordance with law.

R.C. 149.41, 149.43, 1347 et seq.

Federal Privacy Act, 5 U.S.C. Section 552a note

State ex rel. Beacon Journal Publishing Company v. City of Akron (1994),

70 Ohio St. 3d, 640 N.E. 2d 164

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8330**

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made

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to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;

- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

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Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least three (3) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of record;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232i (FERPA)
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act
20 U.S.C. 7908

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8340**

LETTERS OF REFERENCE

The Board of Education recognizes that an employee or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with a prospective employer or other interested party. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts, however, to prepare a reference letter, the Board expects that administrator to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the administrator's personal knowledge and/or the individual's personnel file.

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In accordance with law, an administrator who, in the scope of his/her employment, provides a letter of reference may be entitled to a qualified privilege for statements included in that reference letter, provided such statements were made in good faith, without malice, and in accordance with this policy.

The Superintendent shall develop the administrative guidelines necessary to implement this policy.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8350**

CONFIDENTIALITY

State and Federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the Superintendent to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the Board of Education that when the District receives in trust from a public agency information identified as confidential (whether such information is confidential by Ohio Law, Common Law Privilege, Case Law, or Federal Law), the Board will maintain the confidentiality of said information to the maximum extent permitted by the law.

The following portion of this policy applies only to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8351**

SECURITY BREACH OF CONFIDENTIAL DATABASES

It is the policy of the Board of Education that when unauthorized access or acquisition of data occurs, which would compromise the confidentiality or security of personal information maintained by the District on a database, the District will take appropriate action to assess the risk, and notify the affected individuals in accordance with law.

Scope

This policy applies to any security breach involving employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties having a business relationship with the District and handling personal information on the District's behalf. It is expected that those offices, individuals or entities operating, maintaining, and using databases containing personal information will effectively control access to the databases to protect against unauthorized access, acquisition, modification, use or disclosure of personal information.

Security Breach and Personal Information – Definitions

A "security breach" means the unauthorized access to and acquisition of computerized data that compromises the security or confidentiality of personal information owned or licensed by the District and that:

- A. causes a material risk of identity theft or other fraud to the person or property of a resident of the State;
- B. reasonably is believed to have caused a material risk of identity theft or other fraud to the person or property of a resident of the State; or
- C. reasonably is believed will cause a material risk of identity theft or other fraud to the person or property of a resident of the State.

Unauthorized access of information will not be considered a security breach if:

- A. the employee or agent acted in good faith in accessing the data;
- B. the access was related to the activities of the District or the employee's or agent's job-related duties; and
- C. the employee or agent did not use the personal information for an unlawful purpose or subject the information to further unauthorized disclosure.

Also, the acquisition of personal information pursuant to a search warrant, subpoena, or other court order, or pursuant subpoena, order or duty of a regulatory State agency, will not be considered a security breach.

For purposes of this policy, personal information means an individual's name, consisting of the individual's first name or first initial and last name, in combination with and linked to any of or more of the following

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(when the information is not encrypted, redacted, or altered by an method or technology in such a manner that the information is effectively obscured or unreadable):

- A. Social Security number;
- B. driver's license number or State identification card number; and/or
- C. account number or credit or debit card number, in combination with and linked to any required security code, access code, or password that would permit access to an individual's financial account.

Discovery of Security Breach and Notification

If an employee suspects, discovers and/or determines that a security breach has occurred, the employee shall promptly notify his/her immediate supervisor and the Superintendent, in writing.

The Superintendent shall determine and implement the steps necessary to correct the unauthorized access and requirements for notifying those individuals whose personal information may have been compromised.

The Superintendent shall develop and implement administrative guidelines related to this policy.

R.C. 1347.12

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8400**

SCHOOL SAFETY

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

School Safety Plan

To that end, the Superintendent shall develop a School Safety Plan with input from representatives of the local law enforcement agencies; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services; building administrators; representatives from the local emergency management service agency; School Resource Officer(s); and staff.

The School Safety Plan shall be comprehensive and consider each school building under the Board's control. Thereafter, the Superintendent shall convene a meeting annually for the purpose of reviewing the *School Safety Plan*, and making modifications as deemed necessary and proper; identifying additional training that might be needed; and discussing any other such related matters as may be deemed to be necessary by the participants. The Superintendent shall also convene a meeting whenever a major modification to a school building requires changes in the procedures outlined in the School Safety Plan. Participants in this meeting

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shall include the Superintendent; representatives of the local law enforcement agencies; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services; building administrators; representative(s) from the local emergency management service agency; staff; and School Resource Officer(s).

The Superintendent shall make a report to the Board about this review and recommend the approval and adoption of any proposed revisions or additions to the *School Safety Plan*.

Upon approval and adoption of the School Safety Plan by the Board, the Superintendent shall file a copy of such Plan and a blueprint of each building with the following:

- A. each law enforcement agency that has jurisdiction over the school building
- B. upon request, the local fire department serving the area in which the school district is located

Additionally, the Superintendent shall file a copy of the School Safety Plan and a copy of each building floor plan with the Attorney General, who will post the information on the Ohio Law Enforcement Gateway. If the Board revises the School Safety Plan, building blueprint or building floor plan, it shall file a copy of such revised document with the above-referenced entities within ninety-one (91) days of the Board's adoption of the revision.

Copies of the School Safety Plan and blueprints shall not be considered public records, however, building floor plans are subject to public disclosure.

The Board shall grant access to each school building to law enforcement personnel in order to enable such personnel to conduct training sessions for responding to threats and emergency events affecting the School District and/or a school building. Such access shall be provided outside of student instructional hours and an employee of the Board shall be present in the building during the training sessions.

Safe and Drug Free Schools

As a part of the School Safety Plan, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 - 1. allows a teacher to communicate effectively to all students in the class;
 - 2. allows all students in the class the opportunity to learn;

3. has consequences that are fair, and developmentally appropriate;
4. considers the student and the circumstances of the situation; and
5. is enforced accordingly.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

R.C. 3313.536

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 6301 et seq.

Public Law 107-110

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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8405**

ENVIRONMENTAL HEALTH AND SAFETY ISSUES

The Board of Education recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

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- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

PHASE-OUT/BANNED PRODUCTS

The Superintendent shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

ANIMALS IN CLASSROOMS

Use of animals in classrooms shall be limited to that necessary to support the educational mission, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean (see AG 8405A).

INDOOR ENVIRONMENTAL QUALITY (IEQ)

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The

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Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified (see AG 8405).

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

The Superintendent shall develop the administrative guidelines necessary to establish these practices in the District (see AG 8615).

POLLUTION CONTROL AND PREVENTION

In an effort to comply with environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.

SEE ALSO THE FOLLOWING RELATED POLICIES:

Policy 7430	-	Risk Reduction Program
Policy 8410	-	Crisis Intervention
Policy 8420	-	Emergency Situations at Schools
Policy 8431	-	Preparedness for Toxic Hazard and Asbestos Hazard
Policy 8442	-	Reporting Accidents
Policy 8450	-	Control of Casual-Contact Communicable Diseases
Policy 8453	-	Direct Contact Communicable Diseases
Policy 8453.01	-	Control of Blood-Borne Pathogens

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT****OPERATIONS
8420****EMERGENCY SITUATIONS AT SCHOOLS**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- A. the health and safety of students and staff are safeguarded
- B. the time necessary for instructional purposes is not unduly diverted
- C. minimum disruption to the educational program occurs
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Board also directs that fire, tornado, and school safety drills be conducted during the school year in accordance with State law. Fire drills shall be conducted nine (9) times a school year at the times and frequency prescribed by the State Fire Marshal. However, no fire drills are required to be conducted in any month that a school safety drill is conducted. Tornado drills shall be conducted on a regular basis during the tornado season in the spring.

School safety drills shall be conducted on or before December 1st of each school year. During the school safety drill, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building (rather than evacuated), including:

- A. a threat to the school involving terrorism;
- B. a person in possession of a deadly weapon or dangerous ordnance on school property;
and
- C. other acts of violence.

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Prior to conducting the annual school safety drill, each principal shall:

- A. provide advance written notice of each school safety drill to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

Such notice shall be provided no later than seventy-two (72) hours prior to the date the drill will be held, be sent by mail, facsimile, or electronic submission, and include the address of the school and the date and time the drill will be conducted.
- B. provide follow-up written certification of the date and time the drill was conducted to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

The certification of each completed drill must be submitted by mail by December 5th each school year.
- C. hold annual training sessions for school employees regarding the procedures to follow during school safety drills.

Each principal shall keep a written record of the date and time of each drill conducted.

Procedures shall be developed for the handling of all emergency evacuations.

R.C. 3737.73

A.C. 1301:7-7-01, 3301-35-03(D), 3301-83-15

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8431**

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

TOXIC HAZARDS

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Superintendent shall appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer is responsible for:

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- A. identifying potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Material Safety Data Sheets (MSDS's);
 - B. verifying that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
 - C. maintaining a current file of MSDSs for every hazardous material present on District property;
 - D. designing and implementing a written communication program which:
 - 1. lists hazardous materials present on District property,
 - 2. details the methods used to inform staff and students of the hazards, and
 - 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
 - E. conducting a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

APPLICATION OF PESTICIDES

Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG 8431A in addition to the requirements established by the Ohio Department of Agriculture.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Ohio Occupational Safety and Health Act (OSHA), and the Ohio Public Employment Risk Reduction Act (PERRA) the Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;

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- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program. Said individual will be responsible for the District's proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also verify that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Ohio Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

A.C. 3701-34-06

40 C.F.R. 763.92

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

15 U.S.C. 2601, 20 U.S.C. 4022, 20 U.S.C. 4014, 20 U.S.C. 4011 et seq.

Asbestos School Hazard Abatement Act of 1984

Asbestos School Hazard Abatement Reauthorization Act of 1990, 20 U.S.C. 4011

Public Employee Risk Reduction Act (PERRA) R.C. 4167.01 et seq.

R.C. 921.01 et seq.

A.C. 901:5-11 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8442**

REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to provide a safe learning and working environment for the students and employees of this District.

To that end, and so that an employee's legitimate claims for worker's compensation may be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to appropriate personnel for such medical attention as may be appropriate.

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The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action. Any employee of the Board who suffers a job-related injury may file a claim with the Bureau of Workers Compensation as provided in Policy 8442.01.

If a staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption).

R.C. 4123.01 et seq., 4123.54

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8442.01**

WORKERS' COMPENSATION

The Ohio Bureau of Workers' Compensation (BWC) provides insurance coverage to employees for work-related injuries sustained in the course of and arising out of employment and diseases contracted in the course of employment. It also provides benefits to employees' dependents in those cases of death suffered in the course of and arising out of employment. To that end, if an employee sustains a workplace injury or contracts an occupational disease, s/he may be eligible to receive compensation and benefits under the Workers' Compensation Act for loss sustained on account of an injury or illness.

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A. Reporting a Work-Related Injury

1. A Board employee who sustains a work-related injury must report the injury and its circumstances to the building principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. A *First Report of Injury, Occupational Disease or Death* application ("*First Report of Injury*" or "FROI-1") must be completed and an accident investigation will be conducted in a timely manner. The failure of an employee to comply with this requirement may result in disciplinary action (see Policy 8442).
2. In addition to reporting the injury and completing an incident/accident report, the employee may file an application for benefits with the BWC. The Superintendent's designee will provide assistance to an employee in filing a workers' compensation claim.
3. Payment for related medical benefits is the responsibility of the Board's Managed Care Organization (MCO) and the BWC.

B. Leave Status

Loss-Time Claim

1. If an employee sustains a work-related injury and is unable to perform the functions of his/her position, s/he may file a workers' compensation claim in order to receive compensation and benefits through the BWC. Competent medical proof of disability must be completed by the attending physician using the proper form and affixing his/her original signature. The injury or illness must be determined to be compensable by the Board, or in the case of dispute, the Ohio Industrial Commission. In no event will compensation commence before all initial paperwork is completed and filed with the appropriate agency(ies).
 - a. An employee may apply for the use of sick leave pending approval of his/her workers' compensation claim. However, upon approval of the claim the employee shall reimburse the Board for any and all payments received in excess of his/her regular rate of pay.
 - b. An employee may apply for an unpaid leave of absence pending approval of his/her workers' compensation claim.
 - c. If an employee sustains a work-related injury, is unable to perform the functions of his/her position and does not choose to file a workers' compensation claim, s/he may apply for the use of sick leave.
 2. An employee may be simultaneously placed on leave under the Family and Medical Leave Act during his/her leave of absence as a result of a work-related injury or illness in accordance with Board policy.
- C. The Board reserves the right to have the employee examined by a physician of its choice at the Board's cost to confirm the medical diagnosis and/or the period of disability. Failure to submit to examination will result in termination of wage continuation benefits.

An employee who obtains compensation from the BWC by knowingly misrepresenting or concealing facts, making false statements or accepting compensation to which s/he is not entitled, is subject to felony criminal prosecution for fraud (see R.C. 2913.48).

R.C. 2913.48
R.C. Chapter 4123
A.C. 4123

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8450**

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

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In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

The teacher may remove from the classroom and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

R.C. 3313.67, 3313.671, 3313.68

A.C. 3301-35-03 (D)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8452**

AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

As used in this section, "automated external defibrillator" is defined as a specialized defibrillator that is approved for use as a medical device by the United States Food and Drug Administration for performing the process of applying the specialized defibrillator to a person in cardiac arrest, allowing the defibrillator to interpret the cardiac rhythm, and, if appropriate, delivering an electrical shock to the heart to allow it to resume effective electrical activity.

Each school building shall be permitted to have an automated external defibrillator. The Superintendent, or designee, shall assign a sufficient number of staff members from each school building to successfully complete an appropriate training course in the use of an automated external defibrillator and cardiopulmonary resuscitation that is offered or approved by the American Heart Association or another nationally recognized organization.

After a staff member has received the above training, he or she may perform automated external defibrillation, regardless of whether that person is a registered nurse, licensed practical nurse, physician, or emergency medical service provider. However, when automated external defibrillation is not performed as part of an emergency medical services system, an emergency medical services system shall be activated as soon as possible.

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Except in the case of willful or wanton misconduct, or when there is no good faith attempt to activate an emergency medical services system, no person shall be held liable in civil damages for injury, death, or loss

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to person or property, or held criminally liable, for performing automated external defibrillation in good faith, 'regardless of whether the person has obtained appropriate training on how to perform automated external defibrillation or successfully completed a course in cardiopulmonary resuscitation.

The Superintendent, or designee, shall assign at least one (1) staff member from each school building to do the following:

- A. Maintain records of when and which staff members from that school building successfully completed the required training as described above;
- B. Maintain and test that school building's automated external defibrillator in accordance with the manufacturer's guidelines, and report any malfunctions to the Superintendent;
- C. Consult with a physician regarding compliance with the requirements of Ohio Revised Code Section 3701.85(B)(3) (required training for, and maintenance of, the automated external defibrillator); and
- D. Notify the designated emergency medical services organization of the location of the automated external defibrillator in that school building.

R.C. 3313.717; 3314.16; 2305.235; 3701.85

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8453.01**

CONTROL OF BLOOD-BORNE PATHOGENS

The Board of Education seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8462**

STUDENT ABUSE AND NEGLECT

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and shall secure prompt medical attention to any such injuries reported.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6. In order to develop programs that are appropriate and effective, the Superintendent is authorized to consult with public and/or private agencies or individuals involved in child abuse prevention and intervention. In addition, the Superintendent shall provide a program of in-service education on child abuse prevention for all elementary school staff members. All newly-employed professional staff shall complete at least four (4) hours of in-service training within three (3) years of the date of employment.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

Market Street School

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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8470**

SEX OFFENDER NOTIFICATION

Ohio's "Sex Offender Registration and Community Notification" law requires all "habitual sex offenders" and adjudicated "sexual predators" (hereinafter "offenders") to register with the sheriff of the county in which they reside. The sheriff must then notify certain community members including the Superintendent of the School District in which such an offender resides. The Board of Education is committed to assisting the sheriff and local law enforcement agencies with their responsibility for Community Notification of offenders as required by law.

When the Superintendent receives information from the sheriff concerning an offender subject to Community Notification, the Superintendent shall disseminate the information to all District employees whose duties include the supervision of and/or responsibility for students.

Employees who receive said information shall promptly notify the Superintendent if a person subject to Community Notification is observed in the vicinity of the school or a bus stop area. The Superintendent shall notify the local law enforcement agency if, in the judgment of the Superintendent, the presence of the person subject to Community Notification appears to be without a legitimate purpose or otherwise creates concern for the safety of children. The Superintendent shall cooperate with the local law enforcement agency if any additional action is to be taken.

When the Superintendent receives information from the sheriff concerning an offender subject to Community Notification, the Superintendent shall not release detailed information (i.e., name, address, and nature of offense) concerning such sex offenders to any person other than those employees whose duties include supervision of and/or responsibility for students. However, the Superintendent may disseminate limited information as authorized by law.

The Superintendent shall develop administrative guidelines necessary for the implementation of this policy.

R.C. 2950
A.C. 109:5-2

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8500**

FOOD SERVICES

Market Street School

5:00 p.m.

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The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard

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Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent.

The Board will approve the prices set for school breakfasts, lunches, and milk. A la carte food prices are determined by the food service supervisor and do not require Board approval.

All students are expected to eat lunch at school and will not leave school grounds during the lunch hour except when permission has been granted by the principal. However, students will be permitted to bring their lunches from home and to purchase milk and incidental items.

The operation and supervision of the food-service program shall be the responsibility of the Director of School Food Services. In accordance with Federal law, the Director of School Food Services shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food-service funds or serve, in any food service area during meal-serving hours, carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy and candy-coated popcorn. Foods and beverages unassociated with the food-service program may be vended in accordance with Board Policy 8540.

The Superintendent shall implement administrative guidelines for food sales that occur during non-meal times.

R.C. 3313.81, 3313.811-815

A.C. 3301-91

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8510**

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the District.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks, supporting the development of good eating habits, and promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The board sets the following goals in an effort to enable students to establish good health and nutrition habits:

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A. With regard to nutrition education:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
3. Nutrition education shall extend beyond the classroom by engaging and involving the schools' food service staff, families, and community.
4. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
5. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
6. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

B. With regard to physical activity:

1. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.

2. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
 3. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
 4. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
 5. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- C. With regard to other school-based activities:
1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
 2. The school shall provide attractive, clean environments in which the students eat.
 3. Schools in our system utilize electronic identification and payment systems, therefore eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. The guidelines for reimbursable school meals (Free and Reduced Price Meals) meet or exceed the regulations issued by the U.S. Department of Agriculture (USDA).
- C. All foods available to students in the dining areas during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student ala carte or from vending machines.
- D. A director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards shall administer the food service program.
- E. All food service personnel shall receive pre-service training in food service operations.

The Board designates the building principals as the individuals charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy.

The Superintendent shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

Review of this policy shall occur every five years, by a committee appointed by the Superintendent, consisting of a representative of the Board, the administration the food service director, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

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**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8531**

FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with breakfast and lunch at a reduced rate or no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Director of School Food Services to determine in accordance with Board standards, the eligibility of students for free and reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

The Superintendent shall prepare and implement the necessary arrangements and guidelines to ensure proper operation of this program. S/He shall ensure that the appropriate policy attachments for Free and Reduced-Price Meals or Free Milk are properly completed and submitted for approval to the School Food Service Division of the State Department of Education by the beginning of each school year.

R.C. 3313.81, 3313.812-814
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8540**

VENDING MACHINES

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5:00 p.m.

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The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. The District's share of the revenues is managed by the Treasurer in accordance with relevant Board policies and administrative guidelines.
- C. No food or beverages are to be sold or distributed which will compete with the District's food-service program.

The Superintendent and the Treasurer shall develop and implement administrative guidelines which will ensure these conditions are adhered to on a continuing basis.

R.C. 3313.811

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8600**

TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law. Such laws and rules shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which they are assigned or to their nonpublic or community schools. The Superintendent may substitute smaller buses for reasons of economy or efficiency of operation.

The Board will provide transportation free to all K – 8 resident students of the District residing more than two (2) miles from the building they attend, and optionally to all 9 – 12 resident students of the District residing more than two (2) miles from the building they attend.

Transportation may be provided for students living less than two (2) miles from school if they live in an area where conditions make walking too hazardous, as determined by the Superintendent.

Exceptions to the foregoing limits may be made in the case of a temporarily or permanently-disabled child who has been so certified by a physician and in the case of adverse safety conditions.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of Board-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The governing authority of a community school shall provide or arrange for transportation free of charge for any eligible special education student enrolled in the community school for whom the student's individualized education program specifies transportation.

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Transportation to and from school shall be provided for each student residing in the District and attending a State-chartered nonpublic school that is located within the thirty (30) minute travel limitation established by State law on the same basis as established for resident students as set forth above. Chartered nonpublic school students who are transported by the Board may be assigned to ride on buses upon which resident students are also assigned.

Furthermore, transportation to and from school shall be provided for each native student (i.e., student entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65) attending an approved community school. However, if that community school is located outside the District, transportation will only be provided consistent with the thirty (30) minute travel limitation established by State law. Native students attending an approved community school located within the District will be provided transportation on the same basis as established for resident students set forth above. Students transported to an approved community school may be assigned to ride on buses upon which resident students are also assigned.

Transportation of eligible nonpublic or community school children between their home areas and schools shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. However, if the Board determines that said transportation is impracticable, then the parent(s) shall be provided payment-in-lieu of transportation at the amount established by State law, unless otherwise directed by action of the State Board of Education.

The Board will not be required to provide transportation for any native student enrolled in a community school if the Board has entered into an agreement with the governing authority of the community school that designates the community school as responsible for providing or arranging the transportation of the District's native students to and from the community school and is certified by the State Board of Education as having met certain requirements established by State law. The governing authority of a community school must provide or arrange for transportation in a manner that is comparable to the transportation that the District provides or arranges for its native students of the same grade level and distance from school who are enrolled in the District. Also, the governing authority must provide or arrange for the transportation under such agreement free of charge for each of its enrolled students who are eligible to be transported in accordance with R.C. 3327.01 or who would otherwise be transported by the District under the District's transportation policy. If the Board enters into an agreement with the governing authority regarding the transportation of the District's native students, the State Board of Education shall make payments to the community school in accordance with the terms of the agreement for each student actually transported.

Likewise, the Board will not be responsible for providing transportation for any native student enrolled in an approved community school if the governing authority of the community school submits a written notification to the Board, by a date prescribed by the State Board of Education, stating that the governing authority will accept responsibility for providing or arranging for the transportation of the District's native students to and from the community school. The governing authority's unilateral acceptance of the responsibility to provide transportation must cover the entire school year, and shall remain in effect for subsequent school years unless the governing authority submits written notification to the Board relinquishing the transportation responsibility. However, the governing authority cannot relinquish the transportation responsibility before the end of the school year, and shall submit such notice by a date prescribed by the State Board of Education in order to allow the District a reasonable period of time to prepare for the transportation of its native students enrolled in the community school. If the governing authority unilaterally accepts the transportation responsibility, the State Board of Education shall make payments to the community school for each student actually transported calculated in accordance with

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existing State law governing the calculation of transportation payments to the District from the State and any rules implemented by the State Board of Education and that otherwise would be paid to the District.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every transported resident student. The Board shall approve the bus routes annually. The Superintendent is authorized to make any necessary changes in the approved route and shall inform the Board at the next regular meeting.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

Students meeting the Federal definition of "homeless" will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian or unaccompanied minor, to the same extent as all other students of the District and consistent with this Policy. If the homeless student's temporary residence is located outside the boundaries of the District, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the district in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

R.C. 3313.66, 3314.09, 3314.091, 3319.41, 3327.01 et seq., 4511.01 (F)

R.C. 4511.75 et seq.

A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-08

42 U.S.C. 11431 et seq.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8600.04**

BUS DRIVER CERTIFICATION

It is the policy of the Board of Education that all bus drivers obtain and hold proper certification under standards for school bus drivers established within the Ohio Revised Code. It is also the purpose of this Board to protect its students from drivers whose certification is invalidated by the Ohio Point Law or point standards of this District.

A copy of each new school bus driver's complete driving record must be obtained from the Ohio Department of Education prior to allowing the school bus driver to operate a school bus or school van for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the Ohio Department of Education to determine that such drivers have:

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- A. no more than five (5) points within the last thirty-six (36) month period;
- B. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past six (6) years (i.e., not been convicted of a violation of R.C. 4511.19);
- C. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01(DD)(1) through (DD)(7) during the last twenty-four (24) month period:
 - 1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;

2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
 3. violation of a law of this State or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;
 4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;
 5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;
 6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;
 7. violation of any other law of this State or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and
- D. no railroad crossing violations during the last year (i.e., twelve (12) month period);
- E. not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier.

The records obtained from the annual records check will be maintained for a minimum of six (6) years.

A driver having any of the above-referenced violations will be disqualified from operating a bus. The driver will also be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

A driver involved in a preventable school bus accident, or judged guilty of a minor traffic violation, shall be subject to the disciplinary action established in the Superintendent's administrative guidelines. Further, no driver who is convicted of a traffic violation or has his/her commercial driver's license (CDL) suspended will be permitted to operate a school bus or school van until the driver files a written notice of the conviction or suspension. Such written notice must be immediately filed with the Superintendent or administrator in charge of transportation, irrespective of whether the traffic violation occurred while operating a Board-

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owned vehicle or a private vehicle or during school or non-school hours. Failure to file the required written notice of conviction or suspension will result in the revocation of the driver's certificate and/or disciplinary action, up to and including termination.

If a school bus driver has an interruption in driving a school bus or school van for a period of one (1) year or longer, s/he will not be permitted to resume operating a school bus or school van until a copy of the school bus driver's complete driving record has been obtained.

In addition to the required driving record check, the administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school van driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). An updated, satisfactory BCII report shall be obtained for each school bus driver every six (6) years with driver re-certification. Satisfactory shall be defined by the same standards applied to other public school employees. Such records shall also be maintained for a minimum of six (6) years (see Policy 4121 for criminal history record check requirements).

No bus driver will be permitted to drive a school bus or school van unless s/he meets all other requirements contained in the rules adopted by the Ohio Department of Education prescribing qualifications of drivers of school buses and other student transportation. In addition, no bus driver will be permitted to drive a school bus or school van unless:

- A. information pertaining to the bus driver has been submitted to the Ohio Department of Education, including the name of the Board, name of the bus driver, driver license number, date of birth, date of hire, status of physical evaluation and status of training; and
- B. a criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent.

It will also be the policy of the Board to approve payment for the following pre-service bus driver costs:

- A. classes,
- B. CDL required testing,
- C. physicals (including drug and alcohol testing).

Payment is pending successful completion of the above. Any retesting would be at the individual's expense.

R.C. 3327.10, 3327.01 et seq., 4511.01(F), 4511.75 et seq.

A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-05, 3301-83-06, 3301-83-07

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8640**

**TRANSPORTATION FOR FIELD AND OTHER
DISTRICT-SPONSORED TRIPS**

Market Street School

5:00 p.m.

January 20, 2009

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Board shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

The Board may also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval of the principal.

No student is allowed to drive on any trip.

The Superintendent shall prepare administrative guidelines consistent with this policy.

R.C. 3327.08, 3327.13, 3327.14, 3327.013

A.C. 3301-83-16

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8650**

TRANSPORTATION BY SCHOOL VAN

It is the policy of the Board of Education to provide transportation to students via Board owned and operated school vans, when the use of school buses is not reasonable. School vans shall only be used for the transportation of nine (9) or fewer passengers, not including the driver, in accordance with the original design and construction of the vehicle. Students shall not be transported in larger passenger vans (e.g., non-conforming extended van-type vehicles) carrying ten (10) passengers or more (particularly 12-15 passenger vans).

Similar to school buses, school vans shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which the students are assigned or to their nonpublic or community schools. However, such use shall generally be limited to preschool children, special needs

Market Street School

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children, children inaccessible to school buses, and students placed in alternative schools. School vans may also be used to transport students to and from field trips and/or other Board-approved school-related activities.

Students who are transported by school van are expected to conduct themselves in the same manner required of students transported by school bus and shall be subject to all applicable disciplinary rules.

All school van drivers employed by the Board shall complete the required Ohio School Van Driver training program prior to transporting students, meet all other qualification requirements, and comply with the Ohio Pupil Transportation and Safety Rules and applicable Board policies and guidelines relative to student transportation. No individual shall be employed as a school van driver if s/he has not received a certificate certifying that the driver is at least eighteen (18) years of age, of good moral character, and is qualified physically and otherwise for the position. Only authorized Board employees may operate and transport students via school van.

The Superintendent is responsible for developing and implementing the appropriate administrative guidelines for this policy.

R.C. 3327.10, 4511.01

A.C. 3301-83-19

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8651**

NONROUTINE USE OF SCHOOL BUSES

The Board of Education will permit the school buses owned or leased by this District to be used for purposes other than regularly-scheduled routes to and from school in accordance with law and rules of the State, provided such trips do not interfere with routine school transportation services.

The nonroutine use of buses shall be defined for purposes of this policy as those uses which are specified in A.C. 3301-83-16.

The costs of nonroutine transportation shall be reimbursed to the District in accordance with administrative guidelines.

Buses must be operated on nonroutine trips by the holder of a valid Ohio school bus driver's license who has been approved by the Board. Drivers shall be selected for nonroutine trips by the Transportation Director.

The Superintendent shall develop administrative guidelines which should include provision for insurance coverage and the requirement that chaperones accompany each school bus trip involving school age passengers whose responsibility it will be to assist the staff member(s) in maintaining passenger control and in enforcing procedures for the safety of all passengers.

A.C. 3301-83-16

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8660**

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of students of the District.

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Any such transportation must be approved in advance and in writing by the Superintendent in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle. The District will maintain on file the amount of liability insurance on the vehicle and the name of the insurance company.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board; an approved volunteer; the parent of a student enrolled in this District; and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio.

No person shall be permitted to transport students if s/he does not possess and maintain automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent shall withdraw the authorization of any private vehicle driver who fails to maintain the required amount of automobile liability insurance.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8710**

INSURANCE

The Board of Education shall purchase with District funds the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- Market Street School 5:00 p.m. January 20, 2009
- A. fire and extended coverage on buildings and contents
 - B. comprehensive bodily injury, property damage on automobiles, buses, and trucks
 - C. boiler and machinery
 - D. broad term money and securities
 - E. special coverage for equipment not ordinarily covered under a standard policy
 - F. employee insurance coverage as specified in the Master Agreement(s) or by Board action
 - G. worker's compensation coverage
 - H. open stock burglary
 - I. legal liability for Board members and employees

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Treasurer shall administer the insurance program.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8740**

BONDING

The Board of Education recognizes that prudent trusteeship of the resources of this District dictate that employees responsible for the safekeeping of District monies be bonded.

The District shall be indemnified against loss of money by bonding of employees holding the positions and in the amounts determined by the Board.

All other employees handling money shall be covered under a blanket bond to an amount determined by the Board.

The Board shall bear the cost of bonding each employee required to be bonded by this policy.

R.C. 3313.25, 3313.83, 5705.412

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8760**

STUDENT ACCIDENT INSURANCE

The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

Market Street School

5:00 p.m.

January 20,

2009

A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

R.C. 3315.062, 3327.09

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8770**

JOINT SELF-INSURANCE POOL

The Board of Education recognizes the benefits to the District of joining with other boards of education and political subdivisions in providing coverage for the insurance needs of this District and in participating in programs of risk management to prevent loss, reduce expenses, and to control liability.

The Board may provide insurance for hospital and medical insurance coverage.

The Board may, upon formal resolution duly adopted, become a member of a self-insurance group in order to participate in any joint self-insurance fund or funds, risk management programs, or related services offered or provided by the group. The Board's membership in the group will be governed by the bylaws of the insurance group, which must be reviewed and approved by the State Superintendent of Insurance in accordance with law.

Trustees of the self-insurance pool shall be selected in accordance with the bylaws of the insurance group; if the bylaws do not provide for the manner of a trustee's election, the trustee or trustees representing this Board shall be elected by a plurality vote of those Board members present and voting.

R.C. 2744.08, 2744.081

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8800**

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

Market Street School

5:00 p.m.

January 20, 2009

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. The District shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 and AG 9700 - Relations with Special Interest Groups.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are

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permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

At the discretion of the Superintendent, a moment of silence may be provided each school day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. However, under no circumstances shall students be compelled to participate.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day or have the appropriate lighting for night-time display.

The mottoes of the United States of America ("In God We Trust") and the State of Ohio ("With God, All Things Are Possible") shall be displayed in an appropriate manner in a classroom, auditorium, or cafeteria of a school building of the District, if copies of the mottoes or money to purchase copies of the mottoes are donated to the District. The donated or purchased copies of the mottoes shall meet the applicable design requirements as provided by statute.

Furthermore, the Board requires that an observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff. The amount of time each school devotes to this observance shall be at least one (1) hour or, in schools that schedule class periods of less than one (1) hour, at least one (1) standard class period. The Board shall determine the specific activities to constitute observance in each school in the District after consulting with the school's administrators.

Professional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the Board prohibits the intimidation of any student by other students or staff for the purposes of coercing participation. The Superintendent shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

R.C. 3313.601, 3313.602, 3313.76, 3313.77

20 U.S.C. 4071 et seq.

Gregoire vs. Centennial School District, 907 F.2d 1366, (3rd Cir. 1990)

Lee vs. Weisman, 505 U.S. 577 (1992)

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**OPERATIONS
8900**

ANTI-FRAUD

The Board of Education expects all its employees to be honest and ethical in their conduct and to refrain from engaging in activities which may be fraudulent, illegal, or otherwise unethical. The District will not tolerate such activities, and will investigate claims of suspected fraud or fraudulent activity and implement appropriate disciplinary measures, when necessary.

Scope

This policy applies to any fraud, or suspected fraud, involving employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties having a business relationship with the District.

Policy

Fraud and fraudulent activity are strictly prohibited.

Each employee or agent of the District shall be responsible for reporting any observed or suspected fraud or fraudulent activity to his/her immediate supervisor. If the employee's immediate supervisor is not available, responsive, or is the employee whose behavior is in question, the employee may report such information to the Superintendent. If the reported conduct relates to the Superintendent, the report may then be filed directly with the Board President.

All administrators shall attempt to investigate and verify any conduct that appears to constitute fraud within the areas of their responsibility.

All reporting and investigation shall be done in accordance with the District's Whistleblower's AG 1411 (see also AG 3211 and AG 4211).

Fraud – Definitions

"Fraud" is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon his/her injury.

The following are examples of prohibited acts:

- A. falsification of any District record (particularly financial records) with the intent to conceal information to the District's detriment or the individual's advantage
- B. forgery of a check, bank draft, wire transfer, or any other District financial document
- C. unauthorized alteration of a financial document or account belonging to the District
- D. misappropriation of funds, supplies, or other assets of the District
- E. impropriety in handling or reporting money or financial transactions
- F. disclosing confidential and proprietary information to outside parties for personal gain (either directly or indirectly)
- G. asking for or accepting anything of material value from contractors, vendors, or persons providing services or materials to the District, except as provided in gift policies
- H. unauthorized destruction, removal, or use of records, furniture, fixtures and/or equipment for personal gain (either directly or indirectly)
- I. misuse of State or Federal funds for other than their designated purposes

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This list is meant to illustrate the types of activities that are prohibited. It is not comprehensive. Other misconduct of a similar nature is prohibited.

Confidentiality

The District will maintain confidentiality with regard to the reports of suspected misconduct and the investigation, to the extent consistent with the conduct of an appropriate investigation and its obligations under the Public Records Act. However, absolute confidentiality for reporting witnesses and investigation results cannot be guaranteed.

Except as authorized by the Superintendent or his/her designee, the reporting witness and others interviewed are not to discuss the allegations or investigation with other District employees or officials, vendors or contractors. Such discussions may interfere with the investigation. Further, because of the nature of the alleged misconduct, unsubstantiated allegations that are not privileged could harm an innocent individual's reputation and result in potential civil liability.

Non-Retaliation

Those who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the District's Whistleblower's Policy 1411 (see also Policy 3211 and Policy 4211).

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT****RELATIONS
9000**

9000	RELATIONS
9120	Public Information Program
9130	Public Complaints
9140	Citizens' Advisory Committees
9150	School Visitors
9160	Public Attendance at School Events
9190	Charges for Industrial/Technical Projects
9210	Parent Organizations
9211	District-Support Organizations
9270	Equivalent Education Outside the Schools (Home Schooling)
9500	Relations with Educational Institutions and Organizations
9555	Partnerships with Business
9700	Relations with Special Interest Groups
9700.01	Advertising and Commercial Activities

Market Street School
9800

5:00 p.m.
High School Diplomas to World War II, Korean Conflict,
and Vietnam Conflict Veterans

January 20, 2009

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9120**

PUBLIC INFORMATION PROGRAM

The Board of Education believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other District residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

R.C. 3301.0714, 3301.078, 3302.01 - .08, 3313.94

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9130**

PUBLIC COMPLAINTS

Any person or group, having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

Market Street School

5:00 p.m.

January 20,

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A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the principal/supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, shall grant a meeting before the Board.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent or Treasurer

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

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- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a meeting before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

Matters Regarding a Classified Staff Member

In the case of a classified staff member, the same procedure is to be followed as for "Matters Regarding a Professional Staff Member".

Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Superintendent and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

The criticism is to be addressed to the principal, in writing, and shall include:

- A. author;
- B. title;
- C. publisher;
- D. the complainant's familiarity with the material objected to;
- E. sections objected to, by page and item;
- F. reasons for objection.

Upon receipt of the information, the principal may, after advising the Superintendent of the complaint, and upon the Superintendent approval, appoint a review committee which may consist of:

- A. one (1) or more professional staff members;
- B. one (1) or more Board members;
- C. one (1) or more lay persons knowledgeable in the area.

The Superintendent shall be an ex officio member of the committee. The committee, in evaluating the questioned material, shall be guided by the following criteria:

- A. the appropriateness of the material for the age and maturity level of the students with whom it is being used
- B. the accuracy of the material
- C. the objectivity of the material
- D. the use being made of the material

The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

The committee's recommendation shall be reported to the Superintendent in writing within twenty (20) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

20 U.S.C. 1232h

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9140**

CITIZENS' ADVISORY COMMITTEES

The Board of Education may establish citizen advisory committees when there is a definite function to be performed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizen advisory committees shall be made by the Superintendent. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible.

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The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new problem or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Superintendent, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the Superintendent. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the Superintendent.

The Superintendent shall transmit the contents of any communication from a committee to the Board.

When a committee is ready to submit a report on its assigned topic, the Superintendent shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9150**

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Market Street School

5:00 p.m.

January 20, 2009

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the School Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.

R.C. 3313.20

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9160**

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed at any function sponsored by the District or at any function occurring on District premises.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

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Guide dogs used by persons requiring this type of assistance shall be permitted in all District facilities and at all school events. The person must provide evidence of the dog's certification for that purpose. If the dog is still in training, proof of liability insurance is to be provided.

The Board is aware of the increasing desire of many parents and other members of an audience to use "cam-corders" and other audio/visual devices at school events. It has no objection, providing their use neither interferes with the conduct of the particular activity nor impinges on the enjoyment of the event by other members of the audience. The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual devices and equipment at any District-sponsored event or activity, particularly athletic events, dramatic presentations, and graduation ceremonies. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to the activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

R.C. 955.43, 1716.02, 1716.03

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9190**

CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS

It is the policy of the Board of Education to approve school sponsorship of functional occupational projects as part of the shop instruction related to the occupations being taught by the District school(s).

Functional projects may be accepted by the teacher with the approval of the principal.

Careful consideration shall be given to each project to ensure that the service rendered is not being exploited and that the project is of educational benefit to the students.

Patrons shall be charged only for the actual cost of materials used in completing instructional projects. No tipping shall be allowed to any student or teacher.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9210**

PARENT ORGANIZATIONS

The Board of Education supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in

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organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the Board as a prerequisite to organizing.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9211**

DISTRICT SUPPORT ORGANIZATIONS

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the Board.

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs.

The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization:

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- A. School employees and Board-approved school volunteers may not be directly compensated in any manner by District support organizations.
- B. In addition to parents, membership should be made available to District staff and members of the community.
- C. Each District support organization shall work in cooperation with the principal and other staff members and shall abide by the policies of the Board.
- D. It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board Policy.
- E. Each District support organization will submit its bylaws to the Superintendent for review and approval.

- F. Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
- G. The activities of District support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The school district tax identification number shall not be used for District support organization purchases.
- H. The time, date, purpose, location and conduct of all fund-raisers on District property shall have prior approval of the administration. District support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first come, first served basis.
- I. Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.
- J. Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.
- K. The Superintendent shall implement administrative guidelines that require each District support organization's fund-raising activities be in compliance with Board policies and that the funds generated by such fund-raising activities and donated to the District are used for school-related projects that have the approval of the Superintendent and principal.
- L. District support organizations are encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.
- M. Donations from District support organizations must be made in accordance with Board Policy 7230 and any accompanying guidelines. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies and administrative guidelines.

Ohio Ethics Commission Advisory Opinion 2008-01
R.C. 3313.203

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9270**

EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS
(HOME SCHOOLING)

The Superintendent may excuse from compulsory school attendance, for not more than one (1) school year at a time, any school-aged child who is being instructed at home in accordance with the State Board of Education rules in the Ohio Administrative Code.

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The home teacher must have a high school diploma, certificate of high school equivalence, standardized test scores that demonstrate high school equivalence, other equivalent credential found appropriate by the Superintendent, or the home teacher must work under the direction of a person with a baccalaureate degree from a recognized college until the child's scores demonstrate reasonable proficiency.

Before the excuse from compulsory school attendance for home-schooling is granted, the parent(s) must sign acknowledgement of receipt of this information. This is not an indication of agreement of these policies, but merely receipt of this information.

A parent who elects to provide home education shall supply the following information in writing in compliance with A.C. 3301-34-03:

- A. school year for which notification is made;
- B. name and address of parent;
- C. name and address of person teaching;
- D. full name and date of birth of child;
- E. assurance that the instruction will include:
 - 1. Language
 - 2. Reading
 - 3. Spelling
 - 4. Writing
 - 5. Geography
 - 6. History of the United States and Ohio
 - 7. History of national, state, and local government
 - 8. Mathematics
 - 9. Science
 - 10. Health
 - 11. Physical education
 - 12. Fine arts, including music and art
 - 13. First aid, safety, and fire prevention;
- F. a list of textbooks, correspondence courses, or other basic teaching materials; and
- G. assurance that the child will be provided a minimum of 900 hours of home education each school year.

It is the parents' responsibility to provide all books, materials, and curriculum for his/her child for home instruction. It is also the responsibility of the parents to provide to the Superintendent a brief outline of the intended curriculum before permission for home schooling will be granted.

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At the end of each academic year, parents must send to the Superintendent an academic assessment report of the child for the previous year which includes results of a standardized achievement test or an alternative academic assessment mutually agreed upon by the parent and the Superintendent.

Grade level or credit status for students returning to New Richmond schools from home schooling or from a non-chartered school will be awarded on a case-by-case basis. Such decisions shall be based on one or more of the following:

- A. Scores on a standardized achievement tests for pupils of similar age;
- B. Grades/credits awarded from home schooling agency or non-chartered school;
- C. Interview with the child and/or parent(s);
- D. Examination of materials used during home schooling or by the non-chartered school; or
- E. Local examination, by subject, given to incoming students.

Not all credits issued from a home schooling agency or non-chartered school are guaranteed reciprocal status at New Richmond.

All credits/grades that are accepted at New Richmond from home schooling or non-chartered schools will be accepted on a pass/fail basis.

In order for a home schooled student to be considered for a New Richmond High School diploma, s/he must be in attendance at New Richmond High School for a minimum of the final semester of the senior year.

In order for a student to be eligible to be included in class rank and therefore, be eligible to receive valedictorian or salutatorian honors, s/he must have attended at least three consecutive semesters at New Richmond High School immediately prior to graduation.

The Superintendent shall approve the home schooling request, unless s/he determines that the information required by the Ohio Administrative Code has not been provided or s/he has substantial evidence that the minimum educational requirements of the Ohio Administrative Code have not been met, despite the fact that the required information has been provided by the parent(s).

If the Superintendent intends to deny the request for home schooling, s/he notifies the parent(s) within 14 calendar days and informs the parent(s) of the reasons for the intent to deny the request and of the parent(s)' right to a due process hearing before the Superintendent.

Upon substantial evidence of cessation of home schooling in accordance with the Ohio Administrative Code, the Superintendent notifies the parent(s) of the intent to revoke the excuse and of the parent(s)' right to a due process hearing before the Superintendent.

It shall be the policy of the Board of Education that children home educated and children enrolled in non-public schools shall not be permitted to participate in interscholastic athletic and other extra-curricular activities sponsored and/or operated by the District.

For purposes of this policy, "home educated" is education directed and delivered by the parent or guardian of the child who is of compulsory school age and not enrolled in the public or nonpublic school; and "non-public school" is defined as a school (chartered or not chartered) which operates solely or in major part outside the system of public schools operated through local, state and federal public resources and under the Ohio Department of Education.

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R.C. 3313.53; 3313.58; 3313.59; 3315.062

A.C. 3301-35-01; 3301-35-02; 3301-35-03

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9500**

RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the Board of Education that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students with programs, training, or services not available in the District.

The Superintendent may enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School District in order to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District that benefit, in whole or in part, eligible students attending private or parochial schools.

R.C. 3315.09, 3317.63

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9555**

PARTNERSHIPS WITH BUSINESS

The Board of Education is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the District need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the District and individual companies but also, if possible, consortia involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business

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world and offer, in exchange, the knowledge and skill of District personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9700**

RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its designee; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. Political Interests

All materials or activities proposed by outside political sources for student or staff use or participation shall be reviewed by the principal on the basis of their educational contribution to part or all of the school program, benefit to students, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

In addition, the Board shall permit school organizations and/or school-affiliated groups to sell space in District facilities, on District property, or in District publications for the express purpose of advertising the products or services of a commercial organization, providing the content of such advertisements and the manner of their presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the District.

B. Contests/Exhibits

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The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

2. involve any direct cost to the District;
3. interrupt the regular school program unless the student body as a whole derives benefit from such activities;
4. cause the participants to leave the School District, unless the Board's Policy 2340 - Field and Other District-Sponsored Trips - has been complied with in all aspects;

C. Distribution/Posting of Literature

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - Student Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated collective bargaining agreements;
3. the District or the school mail system is not used by the community, students or staff for distribution of nonschool-related materials;
4. no materials from any profit-making organization are distributed for students to take home to their parents;
5. flyers and notices from outside non-profit organizations may be made available for students to pick-up at the school building's office, under the following circumstances:
 - a. the flyer/notice publicizes a specific community activity or event that is age-appropriate for the students that attend the school;
 - b. if the event or activity is religious in nature, the flyer may not contain a proselytizing message (i.e., promote the benefits of the specific religion);
 - c. the organization submits the number of copies of the flyer that it wants placed in the literature distribution rack/table;
 - d. the organization shows the building principal its 501(C)(3) or other proof of non-profit status, and the principal confirms that the flyer/notice does not overtly advocate or entice support for any religious organization;

6. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.

D. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations or individuals who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no District student may participate in the solicitation without the Superintendent's approval.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the District.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

E. Prizes/Scholarship

The Board of Education is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that no information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

F. Sale of School Supplies

In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:

1. the organization have a purpose which will benefit the School District and its students;
2. the organization's planned activities are clearly in the best interest of the School District and its students;
3. the organization has submitted the following information and assurances on the form provided by the District: a statement noting the purpose of the

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organization, financial accountability assurances, and use of facility
assurances.

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All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

G. Surveys and Questionnaires

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

Students shall not be required to complete surveys to provide marketing information to vendors, or distribute to vendors any personal information of students, including but not limited to names, addresses, and telephone numbers, except as may be required by law. In addition, the District shall not enter into any contract for products or services, including electronic media services, where personal information will be collected from the students by the providers of the services.

See also Policy 2416 and AG 2416.

R.C. 3313.75-.78

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9700.01**

ADVERTISING AND COMMERCIAL ACTIVITIES

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board of Education may permit advertising in School District facilities or on School District property in the following categories or forums in accordance with the guidelines set forth herein:

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- A. **Product Sales:**
1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
 2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);

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3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);

C. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature. The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.

- E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. Advertising will not be permitted on the outside or the inside of school buses.
- N. The Superintendent or designee is responsible for screening all advertising.
- O. The Superintendent or designee may require that samples of advertising be made available for inspection.
- P. The inclusion of advertisements in School District publications, in School District facilities, or on school district property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

In addition to the guidelines set forth in this policy, the Superintendent shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished. (See AG 9700B.)

Accounting

Advertising revenues must be properly reported and accounted for.

**BOARD OF EDUCATION
NEW RICHMOND EXEMPTED VILLAGE
SCHOOL DISTRICT**

**RELATIONS
9800**

HIGH SCHOOL DIPLOMAS TO WORLD WAR II, KOREAN CONFLICT, AND VIETNAM CONFLICT VETERANS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of World War II, the Korean Conflict and the Vietnam Conflict.

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Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding them a high school diploma.

Similarly, the Board wishes to recognize the efforts of women who left high school during World War II, the Korean Conflict, or the Vietnam Conflict prior to graduation in order to join the workforce to support their family or to join the war effort or left due to family circumstances and subsequently joined the workforce or war effort by awarding them a high school diploma.

To be eligible for a diploma, all of the following criteria must be met:

- A. The individual is a current resident of the State of Ohio or was previously enrolled in any high school in this State.
- B. The individual either left a public or nonpublic school located in any state prior to graduation:
 - 1. in order to serve in the armed forces of the United States;
 - 2. due to family circumstances and subsequently joined the workforce or war effort, or entered the armed forces of the United States.
- C. The veteran received an honorable discharge from the armed forces of the United States.
- D. The individual has not been granted a high school diploma, a diploma of adult education, or a diploma under this provision.

If the individual is deceased, the Board will award a diploma to the veteran posthumously and present that diploma to a surviving relative of the veteran.

The Board may award a high school diploma after receiving the application and appropriate verification of eligibility from the Governor's Office of Veterans' Affairs. The application is available through and the eligibility verification is handled by the County Veterans Services Office.

R.C. 3313.616

A.C. 5902-3-01

Roll call: Mr. Walriven, yea; Mrs. Hayden, yea; Mr. Shepherd, yea; Mrs. Stark, yea. Motion carried.

2009-129 Moved by Mr. Walriven, seconded by Mr. Shepherd, to authorize the treasurer to pay NCS Pearson, Inc. Invoice Number 8371712 in the amount of \$15,200.00. Roll call: Mrs. Hayden, yea; Mrs. Stark, yea; Mr. Shepherd, yea; Mr. Walriven, yea. Motion carried.

2009-130 Moved by Mrs. Stark, seconded by Mr. Walriven, to approve the following:

- A. Accept resignation of Bridget Bell, New Richmond Elementary CARE Team
- B. Employ the following for the 2008-2009 school year:
 - 1. Certified Substitute

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a. Dawn Coombs

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2. Classified Substitutes
 - a. Martin Heckard

C. LPDC Committee Appointment

Appoint Rebecca Woodard to the LPDC committee.

Roll call: Mr. Shepherd, yea; Mrs. Hayden, yea; Mr. Walriven, yea; Mrs. Stark, yea. Motion carried.

- 2009-131 Moved by Mr. Shepherd, seconded by Mrs. Stark, to approve the following Memorandum of Understanding:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding by and between the NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT BOARD OF EDUCATION (hereafter the "Board") and the OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES, LOCAL #267 (hereafter the "Union"),

WHEREAS, the Board and the Union are parties to a Collective Bargaining Agreement (hereafter the "Agreement"), the effective dates of which are July 1, 2008 through June 30, 2011; and

WHEREAS, the Agreement contains a provision regarding the granting and use of sick leave by classified employees; and

WHEREAS, an issue has come up regarding the application of the language in this provision; and

WHEREAS, the Board and the Union wish to resolve those issues;
NOW THEREFORE, it is hereby AGREED as follows:

1. Article 28.1 shall be removed and replaced with the following:

Each member of the bargaining unit shall be granted sick leave at the rate of one and one-quarter (1.25) days per month of completed service to a maximum of fifteen (15) days per year. Unused sick leave may accumulate to a maximum of 250 days, not to exceed two thousand (2000) hours. Sick leave days will be converted to hours based upon the number of hours the employee is regularly assigned and working as of October 3, 2008 e.g., if an employee is regularly assigned and working four (4) hours per day and has 100 days of sick leave, the employee shall have four hundred (400) hours of sick leave. If an employee takes an entire day of sick leave, the employee will be charged the regularly scheduled working hours, e.g., if an employee is a 6.25 hour per day employee, the employee will be charged with 6.25 hours of sick leave. If the employee does not use an entire day, usage will

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be allowed on hourly increments, with a minimum of two (2) hours for all employees.

2. All other terms and conditions shall remain as current contract language.

3. Effective Date: October 3, 2008

Executed, this the 20th day of January, 2009.

Roll call: Mr. Walriven, yea; Mrs. Hayden, yea; Mrs. Stark, yea; Mr. Shepherd, yea. Motion carried.

2009-131 Moved by Mrs. Stark, seconded by Mr. Walriven, to approve the Memorandum of Understanding with Child Focus Inc./Clermont County Head Start. Roll call: Mr. Shepherd, yea; Mrs. Hayden, yea; Mr. Walriven, yea; Mrs. Stark, yea. Motion carried.

2009-132 Moved by Mr. Shepherd, seconded by Mr. Walriven, to approve the revision to the 2009-2010 school year calendar:

<u>July 2009</u>						
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 2009
4th Independence Day

<u>January 2010</u>						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2010
1st New Year's Day – No School
14th – End of 2nd Quarter
15th Teacher Workday – No School
18TH Martin Luther King Day – No School

<u>August 2009</u>						
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2009
18th District/Building Staff Meetings
19th Teacher Workday
20th First Day for Students

<u>February 2010</u>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEBRUARY 2010
15th Presidents' Day – No School

<u>September 2009</u>						
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER 2009
7th Labor Day – No School

<u>March 2010</u>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 2010
19th –End of 3rd Quarter
29th – 31st Spring Break – No school

October 2009									
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

Market Street School

OCTOBER 2009

23rd – End of 1st Quarter

5:00 p.m.

April 2010									
						1	2	3	
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

January 20,

APRIL 2010

1st spring break – no school
2nd Good Friday; P/T Comp Day
4th – Easter

2009

Market Street School 5:00 p.m. January 20,
2009

November 2009						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER 2009

3rd staff development day – no school
11th veterans Day – NO SCHOOL
25th Parent Teacher Comp Day
26th, 27th Thanksgiving – No School

May 2010						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2010

26th Last day for students
27th Teacher Workday
31st Memorial Day

December 2009						
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2009

23rd – 31st Christmas Break – No School

June 2009						
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE 2009

Make-up days in the following order: *May 28, June 1, 2, 3 & 4, 2010*

Instructional Days	178	Interim Dates: 1 st Qtr – 10.23.09			T
Inservice	5	2 nd Qtr – 01.14.10	1 st semester	93	96
Parent-Teacher Days	2	3 rd Qtr – 03.19.10	2 nd semester	87	89
TOTAL	185	4 th Qtr – 05.27.10		180	185

Roll call: Mrs. Hayden, yea; Mrs. Stark, yea; Mr. Walriven, yea; Mr. Shepherd, yea. Motion carried.

2009-134 Moved by Mrs. Stark, seconded by Mr. Walriven, to approve the following severance payment:

Name	DOB	Retirement Date	Sick Leave	Maximum Days	Daily Rate	Total
Warden May	04/17/1943	5/30/08	74.75	18.69	\$123.18	\$2,302.23

Roll call: Mr. Shepherd, yea; Mrs. Hayden, yea; Mr. Walriven, yea; Mrs. Stark, yea. Motion carried.

2009-135 Moved by Mr. Painter, seconded by Mr. Shepherd, to adjourn the regular meeting. Roll call: all yeas.

Mrs. Hayden declared the regular meeting adjourned at 7:20 p.m.

Kimberly Hayden, President

Market Street School

5:00 p.m.

January 20,

2009

Teresa S. Napier, Chief Financial Officer